

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy

January 3, 1919.

E.

CIRCULAR NO. 16.

Release of Employees from the Naval Service.

In connection with the question of the release from the naval service of employees of this Department whose services are urgently needed by the Department, I quote below an extract from a letter just received from the Secretary of the Navy:

"In view of the magnitude of the task of demobilizing the Naval Forces, the Department has found it necessary to delegate full authority to all Commandants and Commanding Officers to take final action in practically all cases of men who entered the Navy and Naval Reserve Force for the emergency, and who now desire to be released. The releasing of enlisted men of the Navy and the personnel of the Naval Reserve Force, is confined to cases where men set forth as their reasons family, business, industrial, and educational considerations. Release in the Marine Corps is confined to the same reasons in the case of men who entered the service for the emergency, but not in the case of men who entered the Marine Corps for the regular enlistment; these men may be discharged only for urgent family reasons where it is shown that the War Risk Insurance Law does not furnish the necessary support.

"The procedure to follow in all cases is for the enlisted man himself to submit a written application to the Commanding Officer setting forth his reasons for desiring release. The Department suggests that you advise these former employees of this procedure furnishing them, if practicable, a letter setting forth the need for their services, and you may rest assured their cases will receive every consideration."

The Secretary recently, upon the recommendation of the chiefs of bureaus, requested the Navy Department to release a number of employees now in the naval service in order that they might resume their duties in the Department. In view of the letter from the Secretary of the Navy, bureaus are authorized to communicate with their employees, located in this country, who entered the Navy and Naval Reserve Force, or the Marine

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

October 10, 1918.

Mr. J. H. ...

Dear Sir: ...

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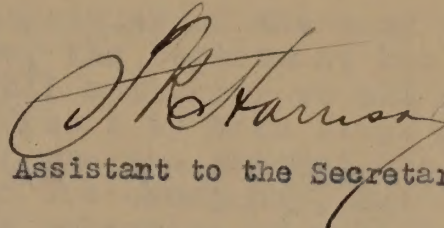
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Corps, for the emergency and whose services are urgently needed, with a view to have them initiate the necessary action to secure their discharge. The employees, of course, can present the letters from their bureau chiefs to show that the Department desires to have them released.

In handling the matter, the Secretary would like to have the chief of each bureau give each case personal consideration and reduce to a minimum the number of requests for discharge of employees in the naval service.


Assistant to the Secretary.

NAVY DEPARTMENT
WASHINGTON

N-640-JEH-MAA-D
B

December 28-1918.

Sir:

I have the honor to acknowledge receipt of your letters of December 4th, and 12th, 1918, enclosing lists of former employees of the Department of Agriculture now serving in the Naval Service whose releases are desired in order to return to their former employment.

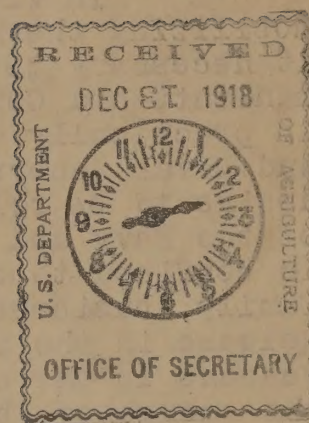
① ✓ In view of the magnitude of the task of demobilizing the Naval Forces, the Department has found it necessary to delegate full authority to all Commandants and Commanding Officers to take final action in practically all cases of men who entered the Navy and Naval Reserve Force for the emergency, and who now desire to be released. The releasing of enlisted men of the Navy and the personnel of the Naval Reserve Force, is confined to cases where men set forth as their reasons family, business, industrial, and educational considerations. Release in the Marine Corps is confined to the same reasons in the case of men who entered the service for the emergency, but not in the case of men who entered the Marine Corps for the regular enlistment; these men may be discharged only for urgent family reasons where it is shown that the War Risk Insurance Law does not furnish the necessary support.

② The procedure to follow in all cases is for the enlisted man himself to submit a written application to the Commanding Officer setting forth his reasons for desiring release. The Department suggests that you advise these former employees of this procedure furnishing them, if practicable, a letter setting forth the need for their services, and you may rest assured their cases will receive every consideration. ✓

Sincerely yours, ,

J. P. M. Daniels

The Honorable,
The Secretary of Agriculture,
Washington, D.C.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 13, 1919.

CIRCULAR No. 17.

Appointment of Mr. R. L. Adams, Acting Chief, Office of Farm Management, with collaborators.

Mr. R. L. Adams, Associate in Charge of Farm Management, University of California, has been appointed Acting Chief of the Office of Farm Management, effective January 1, 1919. Mr. Adams will take charge of and direct the work of the Office under the immediate supervision of Assistant Secretary Christie until further order.

Dr. J. I. Falconer, Head of the Department of Rural Economics, Ohio State University; Dr. H. C. Taylor, Head of the Department of Rural Economics, University of Wisconsin; and Dr. G. F. Warren, Head of the Department of Farm Management, Cornell University, and other leaders in rural economics and farm management will cooperate with Mr. Adams in reviewing projects and in formulating plans for the larger development of the activities of the Office of Farm Management and the more complete execution of the projects agreed upon.

F. R. HARRISON,

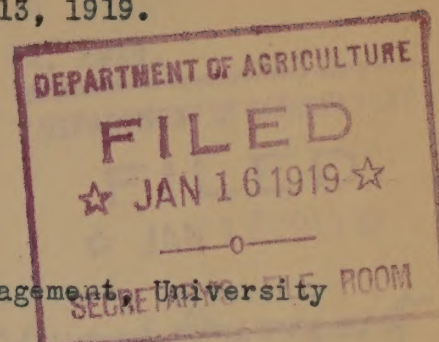
Assistant to the Secretary.

Farm Management
R.L. Adams

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

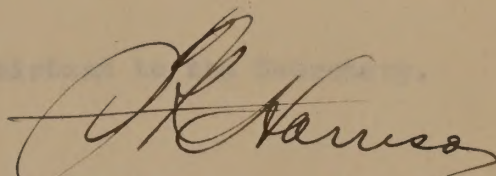
January 13, 1919.

CIRCULAR NO. 17.



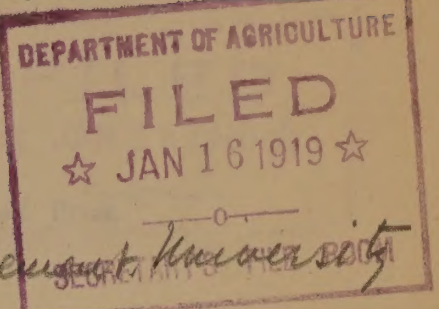
Mr. R. L. Adams, Associate in charge of Farm Management, University of California, has been appointed Acting Chief of the Office of Farm Management, effective January 1, 1919. Mr. Adams will take charge of and direct the work of the Office, under the immediate supervision of Assistant Secretary Christie, until further order.

Dr. J. I. Falconer, Head of ^{the} Department of Rural Economics, Ohio State University; Dr. H. C. Taylor, Head of ^{the} Department of Rural Economics, University of Wisconsin; ^{and} Dr. G. F. Warren, Head of ^{the} Department of Farm Management, Cornell University, and other leaders in rural economics and Farm Management will cooperate with Mr. Adams in reviewing projects and in formulating plans for the larger development of the activities of the Office of Farm Management and the more complete execution of the projects agreed upon.


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 13, 1919.



CIRCULAR NO. _____

associate in charge of Farm Management University

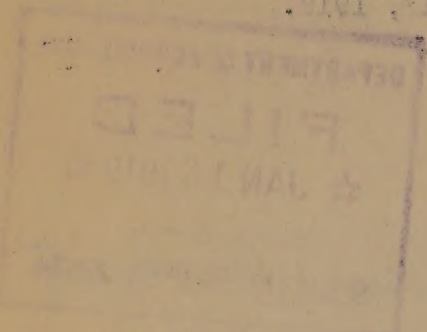
Mr. R. L. Adams, of California, has been appointed Acting Chief of the Office of Farm Management, effective January 1, 1919. Mr. Adams will take charge of and direct the work of the Office under the immediate supervision of Assistant Secretary Christie until further order.

Head of Dept of Rural Economics, Ohio State University
The Department also has secured the services of *Mr. J. I. Falconer,* ~~of Ohio~~, and *Mr. H. C. Taylor,* ~~of Wisconsin~~, to cooperate with Mr. Adams and to assist him, in an advisory way, in formulating plans for the development of *the* ~~enlarged~~ activities of the Office of Farm Management, and *or on larger scale* the execution of the projects agreed upon.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 12, 1912.



CIRCULAR NO.

Mr. H. L. Allen, of California, has been appointed Acting Chief of the Office of Farm Management, effective January 1, 1912. Mr. Allen will take charge of and direct the work of the Office under the immediate supervision of Assistant Secretary Daniels until further order.

The Department also has received the services of Mr. L. L. Johnson, formerly of the Bureau of Plant Industry, to cooperate with Mr. Allen and to assist him in his duties. It is hoped that the close cooperation of Assistant Secretary Daniels of the Office of Farm Management and the execution of the projects agreed upon.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Chief of Bureau

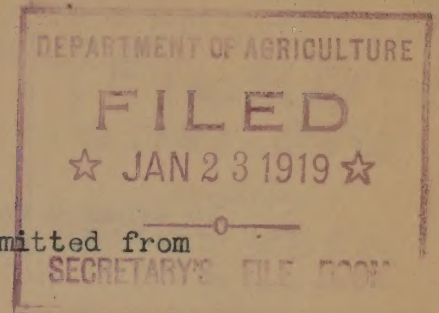
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McG.

January 16, 1919.

CIRCULAR NO. 18.



The following statement was inadvertently omitted from
Circular No. 17, dated January 13, 1919:

Mr. E. H. Thomson, Assistant Chief, at his own request, has been relieved of executive duties in the Office of Farm Management in order that he may devote his time during the next few months to the preparation of material resulting from studies to which he has given particular attention during his association with the Office.

E. H. Thomson
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 16, 1913

Circular No. 18

The following statement was forwarded by circular from

Circular No. 17, dated January 15, 1913:

Mr. S. H. Thompson, Assistant Chief, of the Bureau of Plant Industry, has advised of extensive duties in the Office of Plant Industry in order that he may devote his time during the next few months to the preparation of a special report on the condition of the plant industry in the United States during the year 1912.

Respectfully,
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

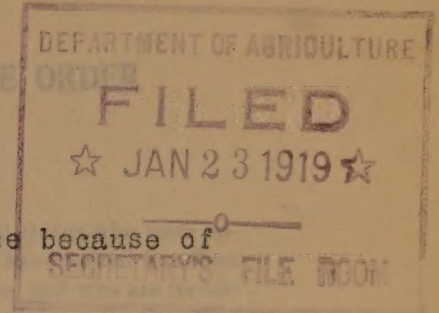
UNITED STATES OF AMERICA WASHINGTON

WASHINGTON, D. C.

January 16, 1919.

INFORMATION WITH RESPECT TO THE EXECUTIVE
OF NOVEMBER 29, 1918.

CIRCULAR No. 19.



Reemployment of persons separated from service because of
reduction in force.

For your information, I am enclosing herewith a circular
of information issued by the Civil Service Commission regarding
the reemployment of persons separated from the service because
of a reduction in force. There is also enclosed copy of request
for restoration to reemployment register of such persons. Addi-
tional copies of this latter form may be had from the Appointment
Clerk upon application.

Very truly yours,

F. R. HARRISON,

Assistant to the Secretary.

Enclosures.

The separated service in Washington will be entered upon registers for the appointed service in the office of the Secretary and will be further representative of State positions, but only those who meet all the requirements for original appointment to the appointed service will be eligible.

The Executive Order regarding the use of these registers in preference to registers from current vacancies is a matter of public policy and in recognition of the fact that many of the persons the order is intended to favor are not at present in the service.

It is probable that only a small part of the force separated by reduction will be needed when the service is reduced to a normal size. Therefore, there will probably be opportunity for a reemployment from the reemployment registers only for those whose examination scores are high.

Eligibility on the reemployment registers will not include persons who have served six months and received discharge from being transferred from the Department to the field service, from the field service to the Departmental office, or within the field service except section 4 of Civil Service Rule X. Transfer is not secured through request of the individual upon the Department but by an application to the office in which he desires employment.

A provision of the probable absence of an employee from one department or independent establishment to another such Department or establishment at Washington must also be served for a term of three years. A similar provision of the Civil Service rules applying to other transfers from field service may be waived by the Commission when presented by an appointing officer being deemed satisfactory to the Commission.

By Direction of the Commission

John A. McLaughlin,
President

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 28, 1918.

CIRCULAR No. 12.

Reemployment of persons separated from service because of
reduction in force.

For your information, I am enclosing herewith a circular
of information issued by the Civil Service Commission regarding
the reemployment of persons separated from the service because
of a reduction in force. There is also enclosed copy of request
for restoration to reemployment register of such persons. Addi-
tional copies of this letter form may be had from the Appointment
Clerk upon application.

Very truly yours,

F. H. HARRISON,

Assistant to the Secretary.

Enclosures.

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

INFORMATION WITH RESPECT TO THE EXECUTIVE ORDER
OF NOVEMBER 29, 1918.

The Executive Order is as follows:

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment. ★ JAN 23 1919 ★

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

The following paragraphs are explanatory of the order:

1. The order applies only to persons who were appointed through open competitive examination from certificates issued for probational appointment. It does not apply to those appointed through noncompetitive examination under section 10 of Rule II, the Executive Order of March 26, 1917, or other exceptions from open competitive examination.

2. It applies only to those dropped from the service by reduction of force and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which separated.

3. The names of those found eligible will be reentered upon registers corresponding to those from which they were appointed in accordance with their examination ratings. These registers will be separate and apart from the registers from current examinations. Certification will be made from the head of these registers, three names being certified for each vacancy. The appointing officer may select any one of the three eligibles for filling a vacancy.

4. The order applies to the field services outside of Washington as well as to the service at Washington, and the district secretaries of the Civil Service Commission will also establish reemployment registers. Eligibility may be transferred from the Washington registers to corresponding registers for the field service. Many registers are maintained only in Washington and there are no corresponding field registers.

5. Those separated from the apportioned service at Washington will be entered upon registers for the apportioned service in the order of their ratings and will be certified irrespective of State residence, but only those who meet all the requirements for original appointment in the apportioned service will be eligible.

6. The Executive Order suggests to the Departments the use of these registers in preference to registers from current examinations as a matter of public policy and in recognition of the fact that many of the persons the order is intended to favor accepted appointment at some personal sacrifice.

7. It is probable that only a small part of the force separated by reduction will be needed when the service is reduced to a peace-time basis. Therefore, there will probably be opportunity for appointment from the reemployment registers only for those whose examination ratings are high.

8. Eligibility on the reemployment registers will not preclude persons who have served six months and received absolute appointment from being transferred from the departmental to the field service, from the field service to the departmental service, or within the field services under section 8 of Civil Service Rule X. Transfer is not secured through request of the individual upon the Commission but by his application to the office in which he desires employment.

9. A provision of law prohibits transfer of an employee from one department or independent establishment to another such department or establishment at Washington until after such person has served for a term of three years. A similar provision of the civil service rules applying to other transfers to or from a field service may be waived by the Commission when presented by an appointing officer giving reasons satisfactory to the Commission.

By direction of the Commission:

JOHN A. McILHENNY,
President.

REQUEST FOR RESTORATION TO REEMPLOYMENT REGISTER

Civil Service Commission:

I request that my name be placed on the reemployment register. I have been separated (or notified that I will be separated) on from the position of at \$..... per annum in the Office of the Department. I was appointed through the examination on or about, my rating being

I am willing to accept appointment in any department or office in Washington:

I prefer.....
at \$..... per annum.

Name

Address

(Keep the Commission informed of any change of address)

Department Office.....
Washington, D. C. To the Civil Service Commission.

This employee was (or will be) separated from the service as stated because of reduction of force on

Kind or kinds of work performed in your office:
.....
.....

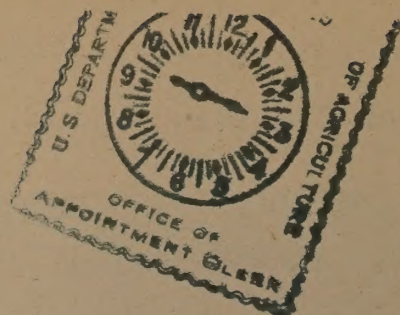
Degree of efficiency in kinds of work performed:
.....
.....

Recommendation:.....
.....

Give specific reasons for recommendation as required by Executive Order of November 29, 1918:
.....

Signature.....

Official Title.....



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

January 16, 1919.

~~MEMORANDUM FOR ALL BUREAUS AND OFFICES.~~

Circular No. 19.

~~Dear Sir:~~ *Reemployment of persons separated from
Service because of reduction in force.*

For your information, I am enclosing herewith a circular of information issued by the Civil Service Commission regarding the reemployment of persons separated from the service because of a reduction in force. There is also enclosed copy of request for restoration to reemployment register of such persons. Additional copies of this latter form may be had from the Appointment Clerk upon application.

Very truly yours,

W. H. Harney
Assistant to the Secretary.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
P. L. GLADMON

McG.

January 18, 1919.

CIRCULAR NO. 20.

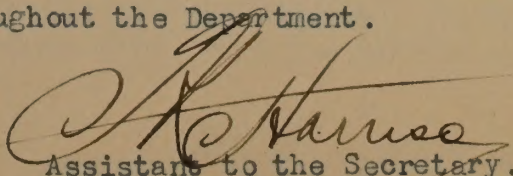
Replacing Temporary Appointees With Persons
Available on Reemployment Register.

Attention is invited to the following letter received from the Civil Service Commission under date of January 13 relative to the termination of the services of temporary appointees and their replacement with persons who are eligible for appointment from the reemployment register of the Commission:

"The Commission has the honor to request that, as rapidly as possible, all temporary appointees be replaced, preferably by selection of persons from the reemployment register, which is composed of persons who have rendered satisfactory service under probational appointment after having been duly selected in accordance with the civil service rules, and whose services it was necessary to discontinue on account of a reduction of force.

"It is understood, of course, that where the Department does not intend to add to the existing force and will therefore find it unnecessary to call upon the Commission for certification from either the reemployment register or the regular register, no temporary appointment will be continued beyond the period which has been authorized by the Commission, except upon the Commission's prior approval, and that in making a reduction in force temporary appointees will be dismissed first unless it can be shown to the Commission that the retention in the service for a further brief period of such employees is absolutely necessary and in the best interests of the service."

The Secretary desires that the request of the Commission be complied with and that the necessary instructions be issued to effectuate the procedure outlined throughout the Department.


Assistant to the Secretary.

FILE
P. L. GLADMON

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 18, 1919

No. 1

CIRCULAR NO. 20.

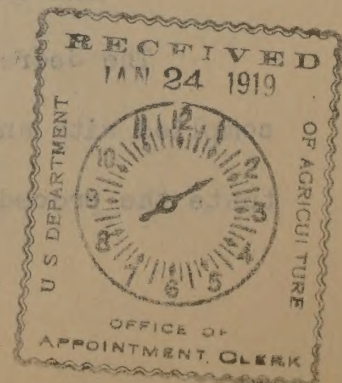
Relating Temporary Appointments With Persons
Available on Reemployment Register.

Attention is invited to the following letter received from the
Civil Service Commission under date of January 15 relative to the con-
tinuation of the services of temporary appointees and their reemployment
with persons who are eligible for appointment from the reemployment
register of the Commission:

"The Commission has the honor to request that, as rapidly as possible, all temporary appointees be reemployed, preferably by selection of persons from the reemployment register, which is composed of persons who have remained available for service under provisional appointment after having been duly released in accordance with the civil service rules, and whose services it was necessary to discontinue on account of a reduction of force.
It is understood, of course, that where the Department does not intend to add to the existing force and will therefore find it unnecessary to call upon the Commission for selection from either the reemployment register or the regular register, no temporary appointment will be continued beyond the period which has been authorized by the Commission, except upon the Commission's prior approval, and that in making a reduction in force temporary appointees will be dismissed first unless it can be shown to the Commission that the retention in the service for a further brief period of such employees is absolutely necessary and in the best interests of the service."

Secretary desires that the request of the Commission be
and that the necessary instructions be issued to effect
there outlined throughout the Department.

[Signature]
Assistant to the Secretary



Circulars

to chiefs of Bureaus

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

January 25, 1919.

CIRCULAR NO. 21

Application of \$120 Increase to Returning Military Employees.

DEPARTMENT OF AGRICULTURE
FILED
★ JAN 31 1919 ★
SECRETARY'S FILE ROOM

In paragraph 4 of circular No. 14, dated December 21, 1918, it was stated that an employee who resigned subsequent to June 30, 1917, to enter the military service was not automatically entitled to the \$120 increase upon restoration to the Department rolls. I am now in receipt of advice from the Solicitor to the effect that, under date of December 26, 1918, the Comptroller of the Treasury held that a returning military employee in such circumstances is automatically entitled to the additional compensation provided for in the legislative act of July 3, 1918.

Circular No. 14 is amended accordingly.

A. H. Harris
Assistant to the Secretary.

"(1) You are respectfully requested to advise me if such employee must be certified in order that he may receive the increase of compensation as provided for by the above mentioned act."

On December 26, 1918 (25 Cong. Ser. 466) the Comptroller said:

"The proviso in section 5 of the act of July 31, 1918 (40 Stat. 218), which requires a certificate of the ability and qualifications personal to the employee, 'where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen,' does not apply in the case presented by you and therefore your question is answered in the negative. A reinstatement, under the circumstances set forth in your letter has not been considered an entry into the service within the meaning of this statute."

W. H. Lawrence
Solicitor.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 22, 1918.

CIRCULAR NO. 21

Application of \$120 Increase to Returning Military Employees.

In paragraph 4 of circular No. 14, dated December 21, 1917,

it was stated that an employee who resigned subsequent to June 30, 1917, to enter the military service was not automatically entitled to the \$120 increase upon restoration to the Department rolls. I am now in receipt of advice from the collector to the effect that under date of December 26, 1917, the Comptroller of the Treasury held that a returning military employee in such circumstances is automatically entitled to the additional compensation provided

for in the legislative act of July 3, 1918.

Circular No. 14 is amended accordingly.

Assistant to the Secretary.

1021

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

JAN 22 1919

Mr. Harrison:

Reference is made to your circular No. 14 of December 21, 1918.

In reply to question No. 4, set out therein, you were advised that I was of the opinion that an employee who resigned subsequent to June 30, 1917 to enter the military service was not automatically entitled to the \$120 increase upon restoration to the Department's rolls. This opinion was based upon a decision of the Comptroller of the Treasury (24 Comp. Dec. 690) holding that an officer in the Reserve Corps discharged from active duty was not by such discharge automatically restored to his civilian position.

The following questions were recently submitted to the Comptroller by the Secretary of Labor:

"(1) An employee in this Department on June 30, 1917, received during the months of July and August, 1918, the increase of compensation as provided for in the legislative act approved July 3, 1918; resigned close of business August 31, 1918; and was reinstated December 1, 1918.

"(2) You are respectfully requested to advise me if such employee must be certified in order that he may receive the increase of compensation as provided for by the above mentioned act."

On December 26, 1918 (25 Comp. Dec. 464) the Comptroller said:

"The proviso in Section 6 of the Act of July 31, 1918 (40 Stat. 814), which requires a certificate of the ability and qualifications personal to the employee, 'where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen,' does not apply to the case presented by you and therefore your question is answered in the negative; a reinstatement, under the circumstances set forth in your letter has not been considered an entry into the service within the meaning of this statute."

Wm. M. Cummings
Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

It is hereby ordered that the following shall be the
policy of the Department in the disposal of the
lands owned by the United States in the several
States and Territories, to-wit: That the lands
shall be disposed of in the most advantageous
manner for the benefit of the Nation, and that
the proceeds of the sale shall be used for the
benefit of the Nation.

It is further ordered that the Secretary of the
Department shall cause to be prepared a plan
for the disposal of the lands, and that he shall
cause to be published a notice of the sale of the
lands, and that he shall cause to be published a
notice of the sale of the lands.

It is further ordered that the Secretary of the
Department shall cause to be published a notice
of the sale of the lands, and that he shall
cause to be published a notice of the sale of the
lands.

It is further ordered that the Secretary of the
Department shall cause to be published a notice
of the sale of the lands, and that he shall
cause to be published a notice of the sale of the
lands.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY OF AGRICULTURE

WASHINGTON

FILED

★ FEB 7 - 1919 ★

SECRETARY'S FILE ROOM

January 27, 1919.

CIRCULAR No. 22.

Telegraph or Telephone Tolls in Connection with Sleeping Car,
Parlor Car, or Steamship Reservations.

In order that confusion and annoyance may be avoided, the attention of all employees of this Department who may be called upon to perform official travel should be invited to the following extract from a recent circular of the U. S. Railroad Administration relative to the use of local wires in making sleeping car, parlor car, or steamer reservations:

"Railroad agents or representatives will not pay for telegraph or telephone messages covering sleeping, parlor car, or steamer reservations; passengers desiring such reservations made for them by railroad representatives will be required to pay the established charges for the necessary telegraph or telephone service in both directions, except that telegraph and telephone wires of railroads under Government control may be used locally or jointly without charge to passengers in procuring sleeping or parlor car and steamer accommodations under the following conditions:

"(a) The accommodations will be secured only in connection with continuous trip, a reasonable time, not to exceed 12 hours, being allowed for train connections at points where transfers to sleepers are made.

"(b) A sleeping or parlor car or steamer berth ticket, or order therefor, covering the accommodations must be purchased at any time they are secured.

"(c) Before delivery of the sleeping or parlor car or steamer berth ticket, the agent to whom application is made for the accommodation shall require presentation or purchase of ticket good from his station to or beyond destination to which reservation is made."

For example, in performing through official travel from Washington, D. C., via Chicago, Ill., to St. Paul, Minn., an employee desiring to secure a Pullman reservation beyond Chicago without personal expense must present to the Washington railroad representative transportation requests covering the entire coach fare and Pullman fare desired.

F. R. HARRISON,

Assistant to the Secretary.

Signed by Harrison

Original filed in Publications.
(No record in Pub. 4/24/23)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
FEB 1 1919

January 27, 1919.

CIRCULAR NO. 22.

Telegram or Telephone Tolls in Connection with Sleeping Car,
Parlor Car, or Steamer Reservations.

In order that confusion and annoyance may be avoided, the attention of all
employees of this Department who may be called upon to perform official travel
should be invited to the following extract from a recent circular of the U. S.
Railroad Administration relative to the use of local wires in making sleeping car,
parlor car, or steamer reservations:

"Railroad agents or representatives will not pay for telegram or
telephone messages covering sleeping, parlor car, or steamer reservations;
passengers desiring such reservations made for them by railroad representa-
tives will be required to pay the established charges for the necessary
telegram or telephone service in both directions, except that telegram
and telephone wires of railroads under Government control may be used
locally or jointly without charge to passengers in procuring sleeping or
parlor car and steamer accommodations under the following conditions:

"(a) The accommodations will be secured only in connection with con-
tinuous trip, a reasonable time, not to exceed 12 hours, being allowed for
train connections at points where transfers to sleepers are made.

"(b) A sleeping or parlor car or steamer berth ticket, or order
therefor, covering the accommodations must be purchased at any time they
are secured.

"(c) Before delivery of the sleeping or parlor car or steamer berth
ticket, the agent to whom application is made for the accommodation shall
require presentation or purchase of ticket good from his station to or be-
yond destination to which reservation is made."

For example, in performing through official travel from Washington, D. C.,
via Chicago, Ill., to St. Paul, Minn., an employee desiring to secure a Pullman
reservation beyond Chicago without personal expense must present to the Wash-
ington railroad representative transportation requests covering the entire route
and Pullman fare desired.

F. R. HARRISON.

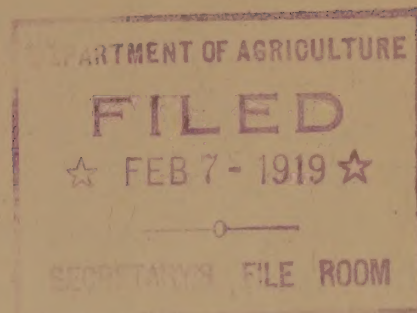
Assistant to the Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

January 30, 1919.

MEMORANDUM FOR THE SECRETARY.



Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods transmits herewith the draft of a proposed memorandum relative to telegraph and telephone tolls in connection with the reservation of sleeping car, parlor car or steamship accommodations. The memorandum is based on a recent circular issued by the United States Railroad Administration and contains information which the Committee believes should be in the possession of all employees of the Department who have occasion to travel on official business.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

1871

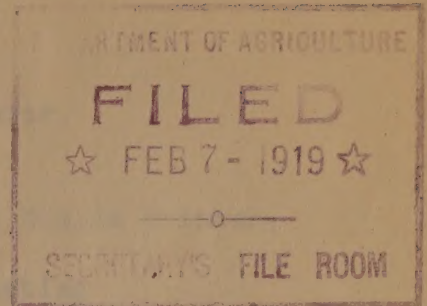
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF INSPECTION

File 170-5.

January 27, 1919.

MEMORANDUM FOR MR. ZAPPONE.



Dear Mr. Zappone:

I am submitting herewith a suggested memorandum for the Secretary's signature, covering present procedure in connection with telegraphic reservations of Pullman accommodations. Will you kindly have this considered at an early date by the Finance Committee?

Very truly yours,

Alex. M. C. Ashley

(Enclosure)

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

OFFICE OF INSPECTION
File 173-8.

January 17, 1919.

MEMORANDUM FOR MR. LARSON.

Dear Mr. Larson:

I am submitting herewith a suggested memorandum for the Secretary's signature, covering present procedure in connection with telegraphic reservations of airline accommodations. Will you kindly have this circulated at an early date by the Bureau?

Committed

Very truly yours,

(Enclosure)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Chief of Bureau

File copy

McG.

February 3, 1919.

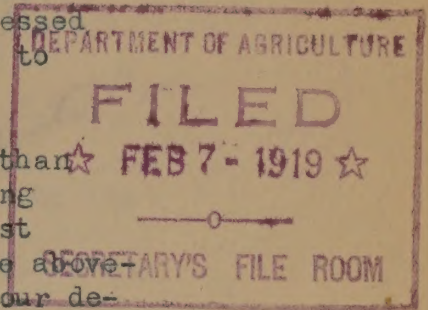
CIRCULAR NO. 23

Correspondence with the Public Printer.

I quote below a letter just received from the Public Printer:

"It is noted that communications emanating from the various departments and bureaus of the Government intended for this office are addressed to individuals when they should be addressed to the Public Printer direct.

"This practice serves to impede rather than facilitate the work of the Government Printing Office; therefore I would respectfully request that instructions be issued that the practice above mentioned be discontinued in the future in your department."



The Division of Publications is in close touch with the Government Printing Office and I am directed to state that all communications with the Public Printer from the various branches of this Department should be made through the Division of Publications. As stated in paragraph 135 of the administrative regulations, no communication or papers pertaining to work chargeable to the printing fund of the Department of Agriculture will be recognized by the Government Printing Office unless bearing the stamp of the Division of Publications.

C. R. Hance
Assistant to the Secretary.

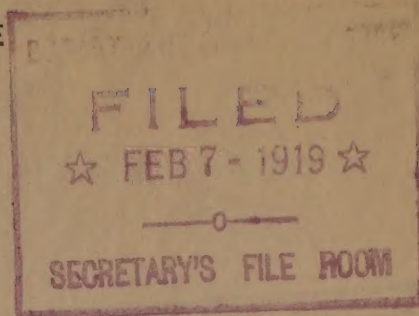
RECEIVED
 FEB 7 1918
 FILED
 DEPT. OF COMMERCE
 DIVISION OF CONSUMERS

My dear Mr. [unclear]
 I have just received
 your letter of the 6th inst.
 regarding the [unclear]
 and am glad to hear
 that you are [unclear]
 very truly,
 [Signature]

Very truly,
 [Signature]
 The [unclear]
 the [unclear]
 our [unclear]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG,



January 29, 1919.

Hon. Cornelius Ford,
Public Printer,
Washington, D. C.

Sir:

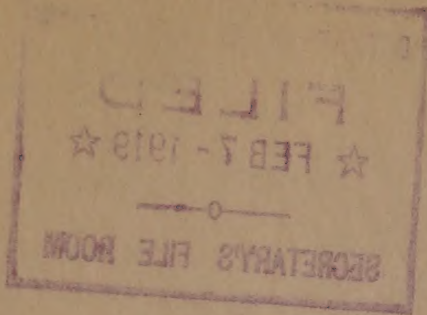
I have your letter of January 22, 1919, relative to the custom of Departments and Bureaus addressing communications for your office to individuals. In accordance with your request, instructions will be issued that all communications from this Department intended for the various branches of the Government Printing Office shall be addressed to the Public Printer direct.

Very respectfully,

Secretary's File Room
(Signed)

D. J. Houston

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MOG.

January 22, 1919.

Hon. Cornelius Ford,
Public Printer,
Washington, D. C.

Sir:

I have your letter of January 22, 1919, relative to the
custom of Departments and Bureaus addressing communications for
your office to individuals. In accordance with your request,
instructions will be issued that all communications from this
Department intended for the various branches of the Government
Printing Office shall be addressed to the Public Printer direct.

Secretary's File Room

(Signed)

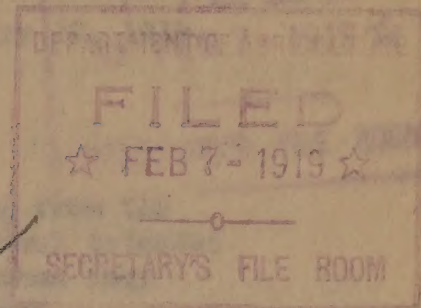
Very respectfully,

W. J. Johnston

Secretary.

January 29, 1919.

Hon. Cornelius Ford,
Public Printer,
Washington, D. C.



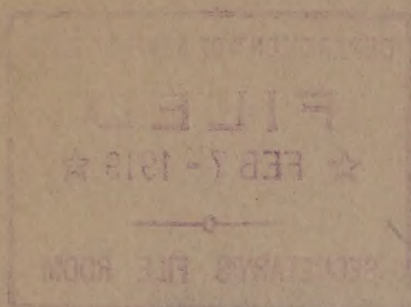
Sir:

Replying to your letter of January 22, 1919, relative to the custom of Departments and Bureaus addressing communications for your office to individuals, I have the honor to state that instructions will be issued that all communications from this Department intended for the various branches of the Government Printing Office be addressed to the Public Printer direct.

Very respectfully,

Secretary.

January 29, 1919.



Hon. Cornelius Ford,
Public Printer,
Washington, D. C.

Sir:

Replying to your letter of January 22, 1919, relative to the custom of Departments and Bureaus addressing communications for your office to individuals, I have the honor to state that instructions will be issued that all communications from this Department intended for the various branches of the Government Printing Office be addressed to the Public

Printer direct.

Very respectfully,

Secretary.

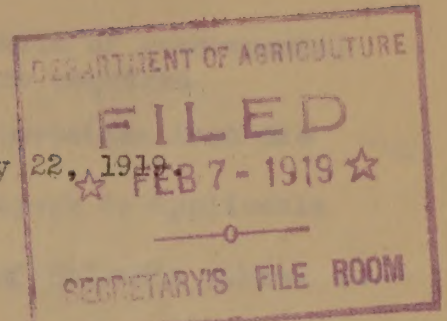


OFFICE OF
THE PUBLIC PRINTER
WASHINGTON

*McReid
Secy*



January 22, 1919



Sir:

It is noted that communications emanating from the various departments and bureaus of the Government intended for this office are addressed to individuals when they should be addressed to the Public Printer direct.

This practice serves to impede rather than facilitate the work of the Government Printing Office; therefore I would respectfully request that instructions be issued that the practice above-mentioned be discontinued in the future in your department.

Respectfully,

Conrad L. Ford
Public Printer.

Secretary of Agriculture,
Department of Agriculture,
Washington, D. C.

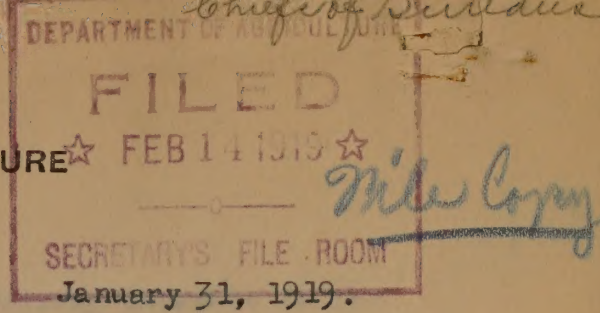


OFFICE OF
THE PUBLIC PRINTER
WASHINGTON

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF CLERK
RECEIVED
JAN 29 1919
Actually referred to

It is hereby
ordered that the
public printer
shall be held
responsible for
the delivery of
the printed
matter to the
proper authorities
in the
Department of
Agriculture
in accordance
with the
instructions
of the
Chief Clerk
of the
Department
of Agriculture
and the
Public Printer
shall be held
responsible for
the delivery of
the printed
matter to the
proper authorities
in the
Department of
Agriculture
in accordance
with the
instructions
of the
Chief Clerk
of the
Department
of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



McG.

CIRCULAR NO. 24.

Transportation from the District of Columbia of governmental employees whose services no longer are required.

The Act (Pub. 246) providing for the transportation from the District of Columbia of certain Governmental employees is applicable only to those employees who came to the District of Columbia subsequent to April 6, 1917, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive. Employees furloughed without pay or resigning voluntarily during the period referred to are not entitled to the benefits of the Act. In view of this fact, administrative officers should not recommend furloughs without pay or the acceptance of resignations in cases where employees are entitled to and request the transportation provided by the Act. They should, in all such cases, follow the exact phraseology of the law in recommending that the appointments be terminated.

The principles outlined by the Secretary and communicated to you in my memoranda of November 29 and December 20, 1918, in connection with the return of employees from military service, are accordingly modified where furloughs recommended in accordance therewith would deprive an employee of the transportation authorized by Pub. 246.

With further reference to my memorandum of December 20, 1918, the attention of administrative officers is invited to the fact that

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE NO. 24

Transposition from the District of Columbia of Governmental
employees whose services are desired.

The Act (Pub. 221) providing for the transposition from the

District of Columbia of certain Governmental employees is applicable

only to those employees who were in the District of Columbia when

transposed to April 1, 1917, whose services are no longer required and

whose employment has been or may be terminated by the Government with-

out indemnity or payment of any part of the cost of the transposition.

November 11, 1916, is provided for in the Act. Employees trans-

ferred without pay or receiving voluntarily during the period referred

to are not entitled to the benefits of the Act. In case of this Act,

administrative officers should not recommend transfers without pay or

the acceptance of transposition in cases where employees are entitled

to and request the transposition provided by the Act. They should,

in all such cases, follow the exact terminology of the law in recom-

mending that the appointments be terminated.

The principles outlined by the Secretary and communicated to

you in my memoranda of November 12 and November 22, 1916, in connec-

tion with the return of employees from military service, are accompa-

nied by a list of employees recommended for transposition herewith.

With regard to employees of the transposition provided by the

Act further reference is by memorandum of November 12, 1916.

The attention of administrative officers is invited to the fact that

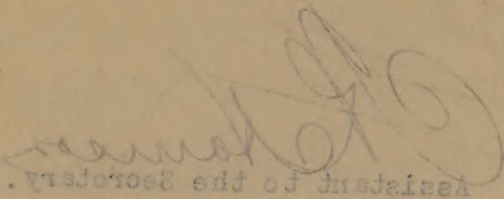
it is the Secretary's desire to avoid any unnecessary increase in the number of employees on the pay rolls by the reinstatement of employees returning from military service. It is apparent that, up to the present time, the number of reinstatements has not been accompanied by a corresponding number of separations.

C. R. Harrison
Assistant to the Secretary.

The Act (No. 13281) providing for the transportation from the District of Columbia of certain Governmental employees is applicable only to those employees who came to the District of Columbia subsequent to April 8, 1917, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive. Employees who have been without pay or resigning voluntarily during the period referred to are not entitled to the benefits of the act. In view of this fact, administrative officers should not recommend furloughs without pay or the acceptance of resignations in cases where employees are entitled to and request the transportation provided by the act. It should, in all such cases, follow the exact phraseology of the law in recommending that the appointments be terminated.

The principles outlined by the Secretary and communicated to you in my memorandum of November 29 and December 20, 1918, in

it is the Secretary's desire to avoid unnecessary increase in the number of employees on the pay rolls by the reinstatement of employees returning from military service. It is apparent that, up to the present time, the number of reinstatements has not been accompanied by a corresponding number of separations.


Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

January 30, 1919.

Circular No. —

~~MEMORANDUM FOR ALL BUREAUS, OFFICES AND DIVISIONS.~~

Dear Mr. *W.*

The Act (^{*Pub. 246*} ~~H. R. 13261~~) providing for the transportation from the District of Columbia of certain Governmental employees is applicable only to those employees who came to the District of Columbia subsequent to April 6, 1917, whose services are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part during the period from November 11, 1918, to February 20, 1919, inclusive. Employees furloughed without pay or resigning voluntarily during the period referred to are not entitled to the benefits of the Act. In view of this fact, administrative officers should not recommend furloughs without pay or the acceptance of resignations in cases where employees are entitled to and request the transportation provided by the Act, *Ok* ~~but~~ should, in all such cases, follow the exact phraseology of the law in recommending that the appointments be terminated.

The principles outlined by the Secretary and communicated to you in my memorandums ^{*a*} of November 29 and December 20, 1918, in

DEPARTMENT OF AGRICULTURE
WASHINGTON



January 20, 1919.

The act of January 1, 1919, providing for the transportation from the District of Columbia of certain Governmental employees in the office only to those employees who are in the District of Columbia subsequent to April 1, 1917, those employees who are leaving the District and those employees who are not to be transferred to the Department without reference to the Department of their own choice during the period from November 1, 1918, to January 31, 1919, inclusive, employees transferred without pay or receiving voluntarily during the period referred to are not entitled to the benefit of the act. In view of this fact, the Department is unable to recommend that any employee be transferred to the Department of Agriculture in accordance with the provisions of the act, and the Department is unable to recommend that any employee be transferred to the Department of Agriculture in accordance with the provisions of the act. It should be all well, follow the same procedure of the law in accordance with the provisions of the act.

The provisions contained in the act are as follows:

A

to be in accordance with the provisions of the act, January 20, 1919.

connection with the return of employees from military service, are accordingly modified where furloughs recommended in accordance therewith would deprive an employee of the transportation ^{authorized} provided by H. R. 13261.

With further reference to my memorandum of December 20, 1918, the attention of administrative officers is invited to the fact that it is the Secretary's desire to avoid ^{As unnecessary in} increasing the number of employees on the pay rolls by the reinstatement of employees returning from military service. It is apparent that, up to the present time, the number of reinstatements of ~~such employees~~ has not been accompanied by a corresponding number of separations.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

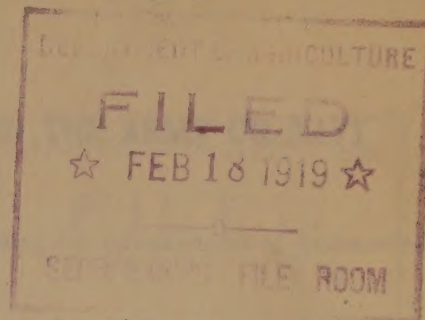
Chiefs of Bureaus
File copy

~~MoG.~~

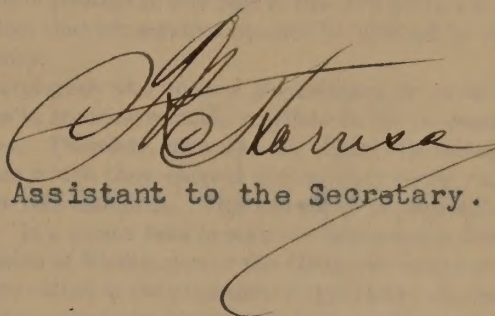
February 12, 1919.

CIRCULAR NO. 25.-

Reinstatement of Military Employees.



There is attached hereto, for the information and guidance of Department employees, an announcement of the Civil Service Commission concerning the reinstatement of Civil Service employees who entered the military or naval service and have been honorably discharged.


Assistant to the Secretary.

COMMISSIONERS
JOHN A. MCILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

REINSTATEMENT OF CIVIL-SERVICE EMPLOYEES WHO ENTERED THE ARMY OR NAVY

The United States Civil Service Commission makes the following announcement concerning the reinstatement of civil-service employees who entered the military or naval service and have been honorably discharged:

The President promulgated the following Executive Order on July 18, 1918:

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged, may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought.

For persons outside the class affected by this order the privilege of reinstatement has been open only in the particular department or independent office from which one was separated; and since reinstatement is always discretionary with the head of the office concerned, it has been unnecessary for the Commission to exercise any initiative, as the person desiring reinstatement and the head of the office in which he desired reemployment must first come to an agreement, otherwise the opportunity was closed to him. Under the Executive Order of July 18, 1918, however, a former civil-service employee who left the civil service to enter the military or naval service and who has been honorably discharged may be reinstated to a suitable position in any part of the civil service at any time within five years from the date of his honorable discharge, and, therefore, the fact that his services can not be utilized in the department or establishment from which he was separated does not close the opportunity.

In recognition of the services rendered by civil-service employees who entered the military or naval service during the present war, the Commission will make special effort to assist these men in securing suitable positions in the Government service rather than to leave upon them the entire burden of finding suitable vacancies. Therefore, men who are eligible for reinstatement under this Executive Order may apply direct to the office or establishment from which they entered the military service if they desire reinstatement there, or to any office or establishment under which they desire reinstatement. This procedure is preferable to seeking reemployment through entry of the applicant's name on a reinstatement list. If a person fails to secure reinstatement through direct application, or if he prefers to do so, he may request the Civil Service Commission at Washington or the district secretary of the territory within which he lives to enter his name upon a reinstatement list which will be called to the attention of appointing officers. If a person desires reinstatement at an establishment which has a board of civil-service examiners which maintains registers, such as navy yards, arsenals, engineer offices, etc., he may make request directly to such board. Such boards are authorized to approve reinstatements to positions for which they establish registers or to enter names on reinstatement lists to be brought to the attention of appointing officers.

An applicant will expedite action if he will be careful to address his request properly. If entry on the list in Washington is desired, request should be addressed to the Civil Service Commission. If in some field branch of the service in a position for which qualified persons are found in most localities, request should be addressed to the proper district secretary. If the person filed his application for the examination through which he was appointed with the Civil Service Commission at Washington, ordinarily he should address his request to the Commission. **Definite information can be obtained by consulting the Commission's local secretary at any first or second class post office.** The name of an applicant can be entered on the reinstatement list corresponding to the register from which he entered the service. Reinstatement may not be made to a position requiring qualifications different from those tested in the examination through which the person was originally appointed unless the person shall first pass the required examination.

The person's discharge certificate or a certified copy thereof should usually be presented with a request for a certificate of reinstatement or for entry of a name on a reinstatement list, as a verification of military service, honorable discharge, and as showing physical condition. Physical condition as stated in a man's discharge from the military service will be accepted if it is good or excellent, unless there is reason to doubt that his present condition is the same as when discharged, when further physical examination may be required. If there is doubt that a person is physically fit, the case with the man's previous record will be reported through the Commission for reference to the Board for Vocational Education. If unfitness exists, the Vocational Education Board will be requested to take up the case with a view to the applicant's possible rehabilitation. Discharge certificates will be returned by registered mail when they have served the purpose for which furnished.

An appointing officer acting under proper authority of his department or establishment may temporarily employ at once a person whose reinstatement is officially initiated pending action of the Commission or its representative on the request for certificate of reinstatement. This authority is granted with the understanding that the services of a person thus temporarily employed shall be discontinued if it is found that he is ineligible for reinstatement.

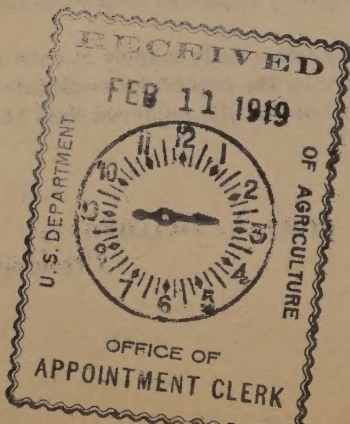
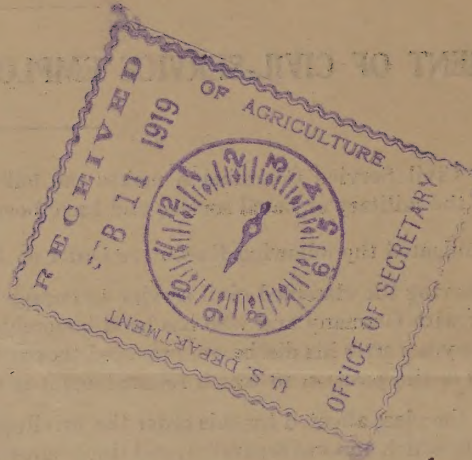
BY DIRECTION OF THE COMMISSION:

JOHN A. MCILHENNY,
President.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

REINSTATEMENT OF CIVIL SERVICE EMPLOYEES WHO ENTERED THE ARMY OR NAVY



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 20, 1918.

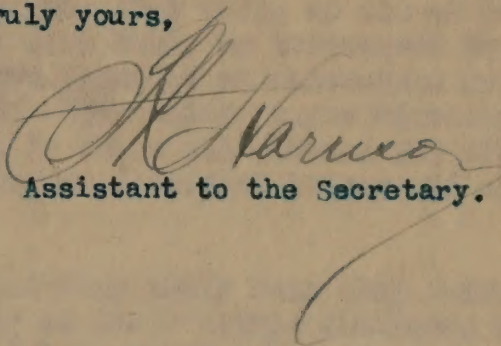
MEMORANDUM FOR MR. GLADMON.

FILE
P. L. GLADMON

Dear Mr. Gladmon:

Please note the attached copy of a circular which has just been sent to the chiefs of bureaus. Will you not immediately make arrangements to carry out the plan outlined in paragraph 7?

Very truly yours,


Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 20, 1918.

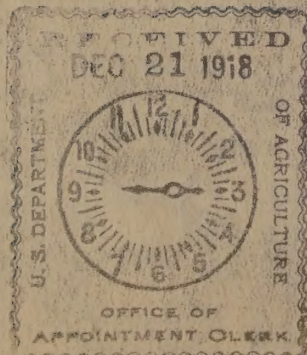
MEMORANDUM FOR MR. GLADWIN.

Dear Mr. Gladwin:

Please note the attached copy of a circular which has just been sent to the chiefs of bureaus. Will you not immediately make arrangements to carry out the plan outlined in paragraph 7?

Very truly yours,

Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 20, 1918.

MEMORANDUM FOR

Same letter to all Bureaus and Divisions.

Dear

Referring to my memorandum of November 29, the Secretary directs me to say that the following procedure will govern the restoration to the rolls of employees who entered the military or naval service of the United States:

1. So far as practicable, employees whose status was permanent and who were placed on furlough or resigned to enter the military service will, upon application be reinstated in the Department at their former grades and salaries. If vacancies have occurred in the higher grades to which such employees would have been promoted if they had remained in the Department, they will, so far as practicable, depending upon the merits of each case, be reinstated in the grades to which they would have been promoted as determined by the efficiency committee of the bureau. This action seems necessary in order to do substantial justice to those who entered the military service and to avoid having them suffer detriment because of their absence from the Department.
2. Employees carried on statutory rolls when they entered the military service will be reinstated at their former salaries, except as indicated in No. 1, to any available statutory vacancies.
3. When no statutory vacancy is available in the Department, the returning employee will be reinstated on the statutory roll of the bureau from which he entered the military service. To make this action possible, the employees most recently promoted to the same salary on that roll, or to the salary to which the furloughed employee would have been promoted if he remained with the Department, will be demoted to the next lower grade thereof.
4. This demotion principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy, a furlough without pay will be ordered in the case of the most recently appointed and least efficient employee in the grade at which the demotions terminate unless his or her services are urgently needed by the bureau or by another branch of the Department, or unless he or she prefers to resign without prejudice to reinstatement within a year.
5. No transfer from one statutory roll to another in the Department to avoid further demotions shall be made when such action will adversely affect the efficiency of the office from which the transfer would be made.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 29, 1918

MEMORANDUM FOR

Same letter to all Bureaus and Divisions

Dear Sir:

Reference is made to my memorandum of November 22, 1918, and to the fact that the following procedure will govern the reclassification of the rolls of employees who entered the military or naval service of the United States:

1. As far as possible, employees whose status was permanent and who were placed on temporary or contract basis in the military service will, upon reclassification, be returned to the permanent status of their former position. If vacancies have occurred in the highest grades to which such employees would have been promoted if they had remained in the Department, they will, so far as practicable, be promoted to such grade. If no such grade is available, they will be promoted to the next lower grade. This action is necessary in order to avoid placing them in a position of disadvantage because of their service and to avoid having their status determined by the position in the Department.
2. Employees carried on temporary rolls when they entered the military service will be returned to their former status, except as indicated in No. 1, to any available permanent position.
3. When no permanent position is available in the Department, the returning employee will be returned on the temporary roll of the lowest grade which he entered in the military service. To make this action possible, the employees must be reclassified to the same status as that held, or to the status to which the returning employee would have been promoted if he remained with the Department, will be determined by the same basis as that used in the Department.
4. This classification principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the temporary roll is reached. If there is no such vacancy, a transfer to that grade will be effected in the case of the most recently promoted employee. If the grade to which the transfer is made is a permanent position, the employee will be returned to that position. If the position is a temporary one, the employee will be returned to that position for a period of one year.
5. No transfer from one temporary roll to another will be made until the position to which the employee is transferred is a permanent position. This action is necessary in order to avoid placing the employee in a position of disadvantage because of his service and to avoid having his status determined by the position in the Department.



6. Employees who were on lump fund rolls at the time they entered the military service will, so far as practicable, be restored to the same roll at their former salaries. If, at the time they entered the military service, promotions were made pending their return, the demotion principle set forth in connection with the return of statutory employees will be applied, if such action is necessary to keep the roll of permanent employees numerically at its pre-war status.

7. The Appointment Clerk of the Department will be charged with the duty of seeing that such readjustments as may become necessary under this memorandum are made in accordance with its terms. He will maintain lists of all the employees who may be furloughed under paragraph 4, keep track of their addresses so far as it is possible to do so, and present to any bureau making application for certification for original appointment the appropriate names on the lists for consideration in connection with the vacancies. All original appointments shall be made, so far as practicable, from the Appointment Clerk's lists, if properly qualified persons are available, until they are exhausted.

8. That the term "military service", as used in this memorandum applies to employees who entered the military or naval service of the United States, or whose restoration to the rolls of this Department because of the termination of the war is required by law.

Secretary's File Room
(Signed)

C. H. Harris
Assistant to the Secretary.

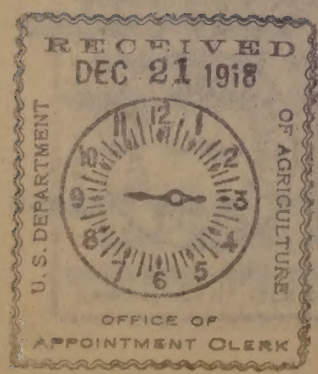


6. Employees who were on leave from rolls at the time they entered the military service will, so far as practicable, be restored to the same roll at their former salaries. If, at the time they entered the military service, promotions were made pending their return, the demotion principle set forth in connection with the return of statutory employees will be applied, if such action is necessary to keep the roll of permanent employees numerically at its pre-war status.

7. The Appointment Clerk of the Department will be charged with the duty of seeing that such readjustments as may become necessary under this memorandum are made in accordance with its terms. He will maintain lists of all the employees who may be furnished under paragraph 4, keep track of their addresses so far as it is possible to do so, and present to any bureau making application for certification for original appointment the appropriate names on the lists for consideration in connection with the vacancies. All original appointments shall be made, so far as practicable, from the Appointment Clerk's lists, if properly qualified persons are available, until they are exhausted.

8. That the term "military service", as used in this memorandum applies to employees who entered the military or naval service of the United States, or whose restoration to the rolls of this Department because of the termination of the war is required by law.

Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

November 29, 1918.

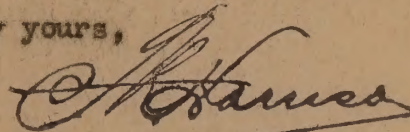
MEMORANDUM FOR MR. GLADMON.

Dear Mr. Gladmon:

It has been the policy of the Department during the war to place in a furlough status all employees entering the military or naval service except those who preferred to submit their resignations. It was generally understood that, so far as possible, they would be reappointed to their former places upon their discharge from active service, provided, of course, they were physically qualified to perform the duties of the positions. With the cessation of fighting and the demobilization of the Army and Navy, many of these employees will seek reinstatement in the near future, and the Secretary directs me to say that every effort should be made to restore them to the places which they occupied when they were placed on furlough. In some instances, this will undoubtedly necessitate a reduction in the force and it is the Secretary's desire that all employees whose services must be terminated on this account shall be given reasonable notice. Similar action should also be taken with reference to employees whose services are no longer needed on account of the discontinuance or curtailment of emergency activities.

Many promotions have been made to fill the positions occupied by employees who entered the military and naval service. These promotions were made with the distinct understanding that they would continue pending the return of the furloughed employees. It will be necessary, in the circumstances, to take appropriate action in all these cases to restore the employees who were promoted to their former status, coincident with the restoration of the furloughed employees, unless, in the meantime, other permanent vacancies have occurred.

Very truly yours,



Assistant to the Secretary.

Extract from Department of Defense, approved January 22,

1919, Serial No. 27.

That all former Government employees who have been listed or en-
listed in the military service of the United States in the war with Ger-
many shall be released on application to their former positions, if they
have received an honorable discharge and are qualified to perform the du-
ties of the position.

Circulars

Chiefs of Bureau

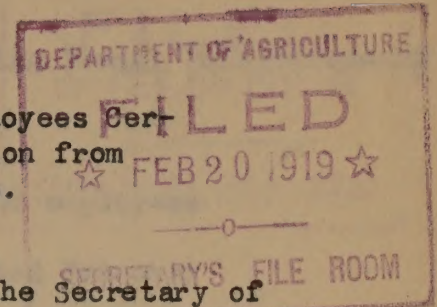
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 14, 1919.

CIRCULAR NO. --26--

Application of the \$120 Increase to Employees Certified by the Civil Service Commission from Reemployment or Regular Registers.



In a decision dated December 26, 1918, to the Secretary of Labor, the Comptroller of the Treasury held that the provision of Section 6 of the Act of July 3, 1918, which requires the making of a certificate of eligibility to receive the increased compensation authorized by that Section in the case of employees who, "whether previously in the service or not, have entered the service since June 30, 1917," does not apply to the case of an employee who resigns from the service after receiving the increased compensation referred to and is subsequently reinstated; such reinstatement not being an entry into the service within the meaning of said law.

On the basis of this decision, the Solicitor has advised the Secretary that employees certified by the Civil Service Commission from reemployment or regular registers, who have previously received the \$120 increase in another Government establishment, whether by certification or otherwise, ^{will} continue to receive such increase upon appointment in this Department. It will not be necessary, therefore, to recommend certification of such employees for the additional compensation provided for by the Act of July 3, 1918.

[Signature]
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 14, 1919.

CIRCULAR NO. 22

Application of the 1150 Increase to Employees
Certified by the Civil Service Commission from
Reemployment or Regular Registration.

In a decision dated December 26, 1918, the Secretary of

Labor, the Comptroller of the Treasury held that the provision of
Section 6 of the act of July 3, 1918, which requires the making of
a certificate of eligibility to receive the increased compensation
authorized by that section in the case of employees who, whether
previously in the service or not, have entered the service since
June 30, 1917, does not apply to the case of an employee who re-
signs from the service after receiving the increased compensation
referred to and is subsequently reemployed; such reemployment

not being an entry into the service within the meaning of said law.
On the basis of this decision, the Comptroller has advised the
Secretary that employees certified by the Civil Service Commission
from reemployment or regular registration, who have previously received
the 1150 increase in another Government establishment, whether by
certification or otherwise, continue to receive such increase upon
reemployment in this Department. It will not be necessary, therefore,
to recommend certification of such employees for the additional com-
pensation provided for by the act of July 3, 1917.

Assistant to the Secretary.

Circulars

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Chief of Bureau

File copy

McG.

February 15, 1919.

CIRCULAR NO. 27

Temporary Appointments of Military Employees Pending Formal Reinstatement.

For the information and guidance of officers and employees of the Department, there is quoted below a letter, dated February 11, 1919, from the Civil Service Commission regarding reinstatements of employees who left the Department to enter the military or naval service during the war:

"General authority is hereby granted for temporary appointments pending reinstatements of competitive classified employees who left the civil service to enter the military or naval service during the war with Germany, subject to the following conditions:

"1. Report is to be made to the Commission by letter of the appointment as soon as made with reference to the date and file number of this letter, mentioning also the date of requisition for reinstatement.

"2. Requisition should immediately be made upon the Commission for a certificate of reinstatement. The former civil service status of the applicant is to be stated.

"3. The appointing officer must give date of honorable discharge or release and must state that he has seen the applicant's certificate of honorable discharge or release or a certified or photostat copy of the same; otherwise the Commission will call for such evidence thus necessarily delaying the case.

"4. Any delay in entering the military service after leaving the civil service must be explained.

"5. The applicant must be fit to perform the duties of his proposed assignment.

"Temporary appointments in positions under the district system should be taken up with the district secretaries in the manner herein set forth."

R. H. Hume
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 1, 1919

CIRCULAR NO. 127

For the information and guidance of officers and employees
of the Department, there is hereby issued a list of
II, 1919, from the Civil Service Commission regarding
of employees and that the Department be under the military or naval

Service during the war.

General authority is hereby granted for temporary
appointments pending re-examination of competitive class
list against the list of Civil Service to enter the
military or naval service during the war with Germany
subject to the following conditions:

1. Appointment is to be in the line of the classification by which
of the Department as such as with reference to the
list and the number of this list, continuing with the
list of appointments for re-examination.

2. Re-examination should be held as soon as possible
commenced on the 1st of October of the next year. The former
civil service status of the applicant is to be retained.

3. The appointing officer may, at his discretion, require
such number of references and other data as he may deem
advisable. The appointing officer of competitive class
list may, at his discretion, require such other data as he may deem
advisable. The appointing officer will file the same evidence that
necessarily follows the case.

4. Any date in entering the military service after
leaving the civil service may be required.

5. The applicant must be fit to perform the duties
of his proposed position.

6. Temporary appointments in positions where the district
system is in effect of which the highest consideration is
the same as in the case of the permanent appointments.

Respectfully,
Secretary of the Department

COMMISSIONERS

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
ERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE 89-4
AND DATE OF THIS LETTER

TW

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February 11, 1919.

The Honorable

The Secretary of Agriculture.

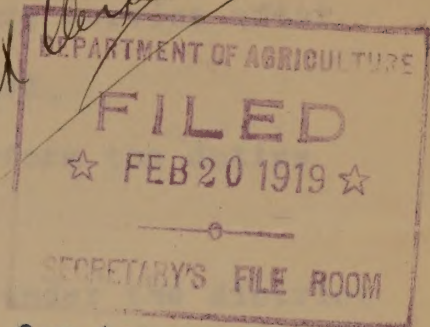
Sir:

General authority is hereby granted for temporary appointments pending reinstatements of competitive classified employees who left the civil service to enter the military or naval service during the war with Germany, subject to the following conditions:

1. Report is to be made to the Commission by letter of the appointment as soon as made with reference to the date and file number of this letter, mentioning also the date of requisition for reinstatement.

2. Requisition should immediately be made upon the Commission for a certificate of reinstatement. The former civil service status of the applicant is to be stated.

3. The appointing officer must give date of honorable discharge or release and must state that he has seen the applicant's certificate of honorable discharge or release or a certified or photostat copy of the same; otherwise the Commission will call for such evidence thus



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

The Honorable

The Secretary of Agriculture

Sir:

General authority is hereby granted for the purpose

of appointments pending resignation of competitive

classified employees who left the civil service to enter

the military or naval service during the war with Germany.

subject to the following conditions:

1. Report is to be made to the Commission by letter

of the appointment as soon as made with reference to the

date and the amount of this letter, mentioning also the

date of resignation for reinstatement.

2. Reinstatement should immediately be made upon the

Commission for a certificate of reinstatement. The

former civil service status of the appointee is to be

stated.

3. The appointing officer has also duty of honor-

able discharge or release and must retain that he has been

the appointee's certificate of honorable discharge or re-

lease on a detailed or extended tour of duty; other-

wise the Commission will call for such evidence from

necessarily delaying the case.

4. Any delay in entering the military service after leaving the civil service must be explained.

5. The applicant must be fit to perform the duties of his proposed assignment.

Temporary appointments in positions under the district system should be taken up with the district secretaries in the manner herein set forth.

By direction of the Commission:

Very respectfully,

Chas M Galloway

Acting President.

necessarily delaying the case.

4. Any delay in entering the military service after leaving the civil service must be explained.

5. The applicant must be fit to perform the duties

of his proposed assignment.

Temporary appointments in positions under the district

system should be taken up with the district authorities in

the manner herein set forth.

By direction of the Commission:

Very respectfully,



John M. McLaughlin
Acting President

Circulars

Chiefs of Bureaus

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

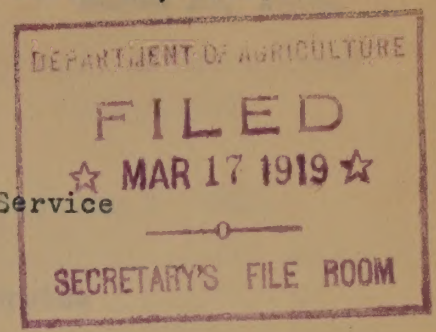
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McG.

March 10, 1919.

CIRCULAR NO. 28

Reemployment of Persons Separated from Service
Because of Reduction of Force.



* (1)

Attention is called to Circular No. 19, Office of the Secretary, issued under date of January 6, 1919, on the above subject.

* (2)

At the suggestion of the Civil Service Commission, it is requested that the copy of the Commission's circular of information with respect to the Executive Order of November 9, 1918, be posted upon all bulletin boards of the Department and that it be brought particularly to the attention of any employees who may be dropped because of reduction of force.

[Signature]
Assistant to the Secretary.

Enclosure - Circular dated January 16, 1919.

Executive Order dated November 29, 1918.

These were called to attention March 18, 1919.

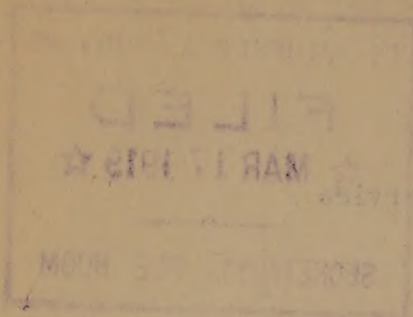
367

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1919

W.C.

CIRCULAR NO. 28



Reorganization of Bureau of Entomology and Plant Quarantine
Bureau of Entomology and Plant Quarantine

Attention is called to Circular No. 19, Office of the Secretary,

dated under date of January 6, 1919, on the above subject.

At the suggestion of the Civil Service Commission, it is requested

that a copy of the Commission's circular of instruction with re-

spect to the Executive Order of November 9, 1918, be passed upon all

substantive boards of the Department and that it be brought particularly

to the attention of any employees who may be dropped because of re-

duction of force.

Respectfully,
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 10, 1919.

CIRCULAR No. 28.

Reemployment of Persons Separated from Service
Because of Reduction of Force.

Attention is called to Circular No. 19, Office of the Secretary, issued under date of January 16, 1919 on the above subject. At the suggestion of the Civil Service Commission, it is requested that the copy of the Commission's circular of information with respect to the Executive Order of November 29, 1918, be posted upon all bulletin boards of the Department and that it be brought particularly to the attention of any employees who may be dropped because of reduction of force.

F. R. HARRISON,

Assistant to the Secretary.

*Do this
in 2
HAF*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 10, 1919.

CIRCULAR No. 28.

Reemployment of Persons Separated from Service
Because of Reduction of Force.

Attention is called to Circular No. 19, Office of the Secretary,
issued under date of January 6, 1919 on the above subject. At the sug-
gestion of the Civil Service Commission, it is requested that the copy of
the Commission's circular of information with respect to the Executive
Order of November 29, 1918, be posted upon all bulletin boards of the
Department and that it be brought particularly to the attention of any
employees who may be dropped because of reduction of force.

F. R. HARRISON.

Assistant to the Secretary.

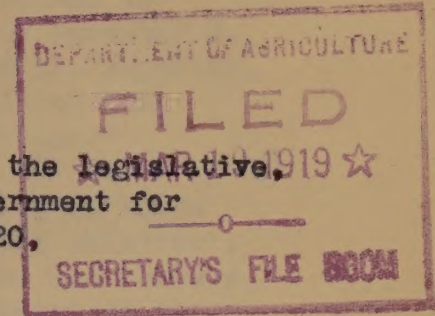


DEPARTMENT OF AGRICULTURE
WASHINGTON

March 10, 1919.

CIRCULAR NO. 29.
~~MEMORANDUM NO. 267.~~

the Fourteenth Decennial Census Act and
Extracts from the Act making appropriations for the legislative,
executive and judicial expenses of the Government for
the fiscal year ending June 30, 1920,
and for other purposes.



The attention of officials and employees of the Department of
Agriculture is invited to the following provisions which appear in the
legislative, executive and judicial Act, approved March 1, 1919,
(Public No. 314):

"That the period of time during which soldiers, sailors,
and marines, both enlisted and drafted men, who, prior
to entering the service of their country, had a civil
service status, and whose names appear upon the eligible
list of the Civil Service Commission, shall not be counted
against them in the determination of their eligibility
for appointment under the law, rules and regulations of
the Civil Service Commission now in effect, and at the
time of demobilization their civil service status shall
be the same as when they entered the service." (Under
Civil Service Commission.)

"Sec. 8. That the heads of the several executive depart-
ments and other responsible officials, in expending
appropriations contained in this Act, so far as possible
shall purchase material, supplies, and equipment, when
needed and funds are available, from other services of
the Government possessing material, supplies, and equip-
ment no longer required because of the cessation of war
activities. It shall be the duty of the heads of the
several executive departments and other officials, before
purchasing any of the articles described herein, to
ascertain from the other services of the Government whether



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 11, 1914

Mr. J. B. ...

Dear Sir:

The following information is being furnished to you for the purpose of enabling you to make a more complete study of the subject of the ...

The attention of officials and employees of the Department of Agriculture is invited to the following provisions which are in effect ...

When the period of time during which ...

It is the policy of the Department of Agriculture to ...

they have articles of the character described that are serviceable. And articles purchased by one service from another, if the same have not been used, shall be paid for at a reasonable price not to exceed actual cost, and if the same have been used, at a reasonable price based upon length of usage. The various services of the Government are authorized to sell such articles under the conditions specified, and the proceeds of such sales shall be covered into the Treasury as a miscellaneous receipt: Provided, That this section shall not be construed to amend, alter, or repeal the Executive order of December 3, 1918, concerning the transfer of office material, supplies, and equipment in the District of Columbia falling into disuse because of the cessation of war activities."

"Sec. 9. That a joint commission is created to be known as the 'joint commission on reclassification of salaries', which shall consist of three Senators, who are now Members of the Congress, to be appointed by the President of the Senate, and three Representatives, who are now Members of the Congress, to be appointed by the Speaker. Said commission shall submit its report and recommendations as early as possible, and, in any event, by the second Monday in January, 1920, and the members of such commission shall receive a compensation at the rate of \$625 per month, unless they are receiving other compensation from the Government. Vacancies occurring in the membership of the commission shall be filled in the same manner as the original appointments."

"It shall be the duty of the commission to investigate the rates of compensation paid to civilian employees by the municipal government and the various executive departments and other governmental establishments in the District of Columbia, except the navy yard and the Postal Service, and report by bill or otherwise, as soon as practicable, what reclassification and readjustment of compensation should be made so as to provide uniform and equitable pay for the same character of employment throughout the District of Columbia in the services enumerated.

"The commission is authorized to sit during the sessions or recess of Congress, to send for persons and papers, to administer oaths, to summon and compel the attendance of witnesses, and to employ such personal services and incur such expenses as may be necessary to carry out the purposes of this section.

"The heads of the various governmental services and the Commissioners of the District of Columbia shall furnish office space and equipment, detail officers and employees, furnish data and information, and make investigations whenever requested by the commission in connection with the purposes of this section.

they have a right of the character described in the
serviceable. And articles purchased by one service man
should, if the same have not been used, shall be paid
for at a reasonable price not to exceed actual cost, and
if the same have been used, at a reasonable price based
upon length of service. The various services of the Govern-
ment are authorized to sell such articles under the condi-
tions specified, and the proceeds of such sales shall be
reverted into the Treasury as a miscellaneous receipt.
However, that this section shall not be construed to
prevent, either, or repeal the Executive Order of December 2,
1918, concerning the transfer of certain material, supplies,
and equipment in the District of Columbia to the
District of Columbia of the Government.

"Sec. 2. That a joint commission is created to be known
as the 'Joint Commission on Compensation of Members',
which shall consist of three Senators, one from each
of the Congresses, to be appointed by the President of the
Senate, and three Representatives, who are not members of
the Congress, to be appointed by the Speaker. Said com-
mission shall submit its report and recommendations as early
as possible, and, in any event, by the second Monday in
January, 1920, and the members of said commission shall
receive a compensation at the rate of \$25 per month, where
they are receiving other compensation from the Government.
Vacancies occurring in the membership of the commission
shall be filled in the same manner as the original appoint-
ments."

"It shall be the duty of the commission to investigate
the rates of compensation paid to civilian employees by the
various departments and the various executive departments
and other governmental establishments in the District of
Columbia, except the Navy, and the Postal Service, and
report by bill or otherwise, as soon as practicable, what
recommendation and suggestion of compensation should be
made as to provide uniform and equitable pay for the same
character of employment throughout the District of Columbia
in the various departments."

"The commission is authorized to sit during the
sessions of Congress or recess, to send for persons and
papers, to conduct inquiries, to examine and consider the
cost of salaries, and to employ such personnel services and
other such expenses as may be necessary to carry out the
purpose of this section."

"The heads of the various departments, agencies and
the Commissioners of the District of Columbia shall furnish
office space and equipment, detail officers and employees,
provide data and information, and make travel arrangements
ever requested by the commission in connection with the
purpose of this section."

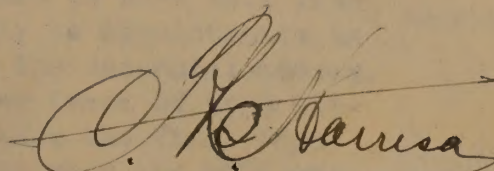
"For payment of the expenses authorized to be incurred, there is appropriated \$25,000, or so much thereof as may be necessary, to be available immediately and to be disbursed upon vouchers approved by the commission; which approval shall be conclusive upon the accounting officers of the Treasury Department.

"Sec. 10. Public Buildings Commission: With a view to the control and allotment of space in owned or leased Government buildings in the District of Columbia, a Public Buildings Commission is hereby created to be composed of two Senators to be appointed by the President of the Senate and two Members of the House of Representatives to be appointed by the Speaker, who shall serve thereon only so long as they are Members of Congress, and the Superintendent of the Capitol Building and Grounds, the officer in charge of public buildings and grounds, and the Supervising Architect or the Acting Supervising Architect of the Treasury during any vacancy in said office. Said commission shall elect one of its members as chairman of the commission and is authorized to employ such expert clerical or other services as it may deem necessary.

"Any vacancies in said commission shall be filled in the same manner as the original appointments were made.

"Said commission shall have the absolute control of and the allotment of all space in the several public buildings owned or buildings leased by the United States in the District of Columbia, with the exception of the Executive Mansion and office of the President, Capitol Building, the Senate and House Office Buildings, the Capitol power plant, the buildings under the jurisdiction of the Regents of the Smithsonian Institution, and the Congressional Library Building, and shall from time to time assign and allot, for the use of the several activities of the Government, all such space.

"For expenses of said commission, \$10,000, to be immediately available and remain available until expended and to be paid out on vouchers signed by the chairman of said commission."



Assistant to the Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE

Mr. Harison

Jan. 29.

See marked Sec. 7

Dear Mr. O'Leary:

p. 2.

OK

I notice in the bill (H. R. 11984) "to provide for the fourteenth and subsequent decennial censuses" the following provision: "That after the passage of this Act preference shall be given to honorably discharged soldiers, sailors and marines, and widows of such, in making appointments to clerical and other positions in the executive departments and in independent governmental establishments if, in the judgment of the Director of the Census, they are found to possess the business capacity necessary for the proper discharge of the duties of such positions."

This language is somewhat confusing. It speaks of appointments to clerical and other positions in the executive departments and in independent governmental establishments, yet leaves it to the judgment of the Director of the Census as to whether they possess the requisite business capacity. I imagine the conferees on the bill intend to have this provision apply only to appointments in connection with the decennial census. Will you not keep track of this matter and let me know the final form of this provision when the bill has been enacted into law.

F. R. H.

*See Record of Jan 29, 1919
p. 2397*

an expanded authorized to be in-
laid \$25,000, or as much thereof as
available immediately and to be
approved by the committee; which
give upon the preceding officers of

the Commission: With a view to the
which is used on Island Govern-
ment of Columbia, a Public Health
is created to be composed of two
of the President of the Senate and
of representatives to be appointed
I serve therein only so long as
the, and the Superintendent of the
lands, the officer in charge of public
and the Supervising Architect of the
test of the Treasury during any
said commission shall elect one of
of the commission and is authorized
national or other service as it may

and commission shall be filled in
original appointments were made.
shall have the absolute control of
which in the several public health
issued by the United States in the
to the execution of the Executive
a President, Chief Justice, the
Judiciary, the District Court, the
Commission of the Senate of the
and the Congressional Library
time to time during and after, for
activities of the Government. All

said commission, \$10,000, to be
of which available shall expended
where signed by the President or

Assistant to the Secretary.

notice in the bill (H. R. 11, 11, 11)
"to provide for the fourteenth
and subsequent biennial censuses" the
following provision: "That after the
passage of this act preference shall
be given to persons who have served in
naval, military and marine, and
other of such, in making appointments
to clerical and other positions in the
executive departments and in indepen-
dent Governmental establishments if,
in the judgment of the Director of the
Census, they are found to possess
the business capacity necessary for
the proper discharge of the duties
of such positions."

This language is somewhat
containing. It speaks of appointments
to clerical and other positions in
the executive departments and in in-
dependent Governmental establishments,
yet leaves it to the judgment of the
Director of the Census as to whether
they possess the requisite business
capacity. I imagine the conferees
on the bill intend to have this pro-
vision apply only to appointments in
connection with the biennial census.
Will you not keep track of this sec-
tion and let me know the final form
of this provision when the bill has
been enacted into law.

J. E. H.

DEPARTMENT

OFFICE

McG.

CIRCUL

Appointment of T
Assist BureauSi

In September, 1918, a s
the department disclosed the f
on hand awaiting payment. The
Business Methods immediately t
the facilities available to re
had the situation under consta
or two weekly reports made to
ing offices show that the depa
on hand at all times aggregati
tion is not regarded by the Se
view of further reducing the n
has accordingly directed the a
who will be assigned to duty t
from time to time appear to be
He has charged the Committee o
the responsibility of indicati
be assigned, and it is his ear
officers fully cooperate with
aries of the additional audito
bureaus in which they serve fo
notices by the Finance Committ
signment should be accepted as
to set up appropriate salary l
under the proposed plan the de
tion it has always had until r
its accounts.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 14, 1935

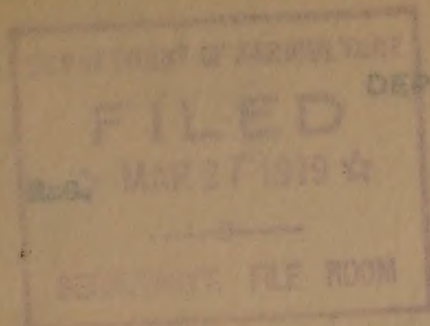
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CHURCHMAN 100 35

Appointment of two Deputy Central Auditors to
Assist Bureau in Investigating Accounts.

In September, 1934, a survey of the accounting offices of the Department disclosed the fact that nearly 5,000 accounts were on hand awaiting payment. The Advisory Committee on Finance and Business Methods immediately took such action as was possible with the facilities available to relieve this congestion and has since had the situation under constant consideration. For the past month or two weekly reports have been submitted by the several accounting offices showing the department as a whole has shown accounts on hand at all times aggregating approximately 5,000. This condition is not regarded by the Secretary as satisfactory, and with the view of further reducing the number of unpaid accounts on hand he has accordingly directed the appointment of two additional auditors who will be assigned to assist in the department which may from time to time appear to be most in need of additional assistance. He has charged the Committee on Finance and Business Methods with the responsibility of investigating these and when these methods shall be assigned, and it is his earnest wish that every administrative officer fully cooperate with the Committee in the matter. The salaries of the additional auditors will necessarily be provided by the Bureau in which they serve for the period of such service, and the notices by the Finance Committee of assignments and changes of assignment should be made as early as possible, by the Bureau concerned, to get up appropriate salary schedules. The Secretary hopes that under the proposed plan the department will soon regain the results it has always had until recently for the prompt settlement of its accounts.

Respectfully,
The Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

March 13, 1919.

CIRCULAR NO. 31 March 13, 1919.

Amendment to Civil Service Rules Regarding Reinstatements.

CIRCULAR NO.

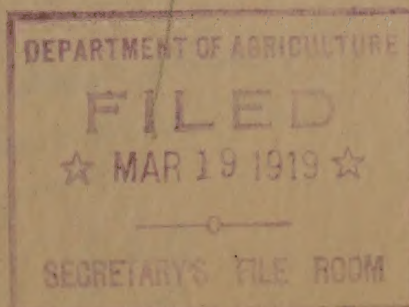
Attention is directed to the following Executive Order, dated

February 7. In September, 1918, a survey of the accounting offices of the department disclosed the fact that nearly 8,000 accounts were on hand awaiting payment. The Advisory Committee on Finance and Business Methods immediately took such action as was possible with the facilities available to relieve this congestion and has since had the situation under constant consideration. For the past month or two weekly reports made to the Committee by the several accounting offices show that the department as a whole has unpaid accounts on hand at all times aggregating approximately 3,500. This condition is not regarded by the Secretary as satisfactory, and with the view of further reducing the number of unpaid accounts on hand he has accordingly directed the appointment of two additional auditors who will be assigned to duty temporarily to the bureaus which may from time to time appear to be most in need of additional assistance. He has charged the Committee on Finance and Business Methods with the responsibility of indicating where and when these auditors shall be assigned, and it is his earnest wish that bureau administrative officers fully cooperate with the Committee in the matter. The salaries of the additional auditors will necessarily be provided by the bureaus in which they serve for the periods of such service, and the notices by the Finance Committee of assignments and changes of assignment will be accepted as authority, by the bureaus concerned, to set up appropriate salary liabilities. The Secretary hopes that under the proposed plan the department will soon regain its former enviable and deserved reputation for the prompt settlement of its accounts. The provisions applying to army nurses and widows of persons who served in any war and were honorably discharged."

Very truly yours,

J. B. House

Assistant to the Secretary.



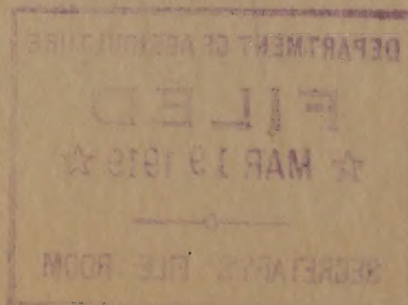
March 13, 1919.

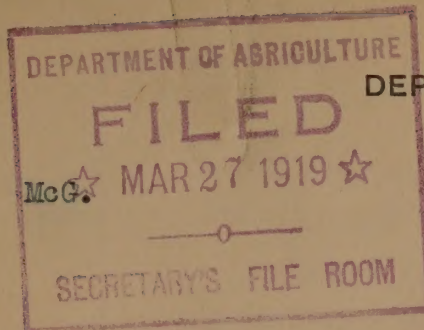
CIRCULAR NO.

In September, 1918, a survey of the accounting offices of the department disclosed the fact that nearly 8,000 accounts were on hand awaiting payment. The Advisory Committee on Finance and Business Methods immediately took such action as was possible with the facilities available to relieve this congestion and has since had the situation under constant consideration. For the past month or two weekly reports made to the Committee by the several accounting offices show that the department has whole has unpaid accounts on hand at all times aggregating approximately 5,000. This condition is not regarded by the Secretary as satisfactory, and with the view of further reducing the number of unpaid accounts on hand he has accordingly directed the appointment of two additional auditors who will be assigned to duty temporarily to the bureau which may from time to time appear to be most in need of additional assistance. He has charged the Committee on Finance and Business Methods with the responsibility of indicating where and when these auditors shall be assigned, and it is his earnest wish that bureau administrative officers fully cooperate with the Committee in the matter. The salaries of the additional auditors will necessarily be provided by the bureau in which they serve for the periods of such service, and the notice by the Finance Committee of assignments and changes of assignment will be accepted as authority by the bureau concerned, to set up appropriate salary facilities. The Secretary hopes that under the proposed plan the department will soon regain its former enviable and deserved reputation for the prompt settlement of its accounts.

Very truly yours,

Assistant to the Secretary.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

March 18, 1919.

CIRCULAR NO. 31.

Amendment to Civil Service Rules Regarding Reinstatements.

Attention is directed to the following Executive Order, dated February 7, 1919, amending the Civil Service Rules:

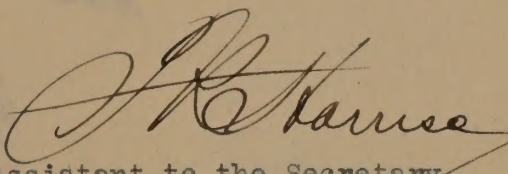
"Section 1 of Civil Service Rule XI is amended to read as follows:

"1. A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he formerly served, upon certificate of the Commission, subject to the following limitations:

"(a) The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, to an army nurse of either war or the War with Germany, or to the widow of a person who served in any of these wars and was honorably discharged.

"(b) No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

"This amendment is recommended by the Civil Service Commission to make uniform the provisions applying to army nurses and widows of persons who served in any war and were honorably discharged."


Assistant to the Secretary.

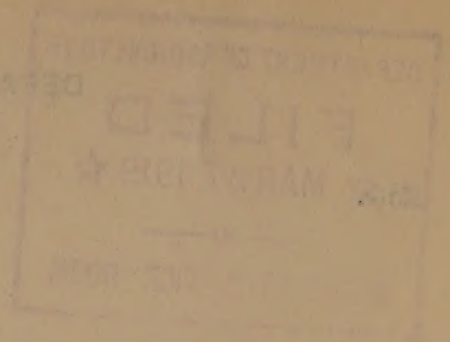
DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 14, 1915

Circular No. 81



Memorandum to Civil Service Commission
Attention is directed to the following Executive Order, dated
February 11, 1915, regarding the Civil Service Rules:

Section 1 of Civil Service Rule 1 is amended to read
as follows:

1. A person appointed without preliminary examination
from a competitive position, or from a position which is entered
by transfer or promotion from a competitive position, may be
appointed to the vacant or office in which he formerly served,
upon certificate of the Commission, subject to the following
limitations:

(a) The appointment shall have occurred within the year
preceding the date of the expiration of the limitation on ap-
pointing officers for such positions; and this limitation shall
not apply to a person who served in the Civil War or the War with
Spain and was honorably discharged, so long as he served in
or with the Government, or in the service of a person who served in
any of these wars and was honorably discharged.

(b) No person may be reappointed to a position requiring an
examination different from that required for the position from
which he was separated without passing an appropriate examination.

This amendment is recommended by the Civil Service Com-
mission to make uniform the provisions relating to new hires and
those of persons who served in any war and were honorably dis-
charged.

Respectfully,
Secretary of the Department

OFFICE OF THE SECRETARY OF AGRICULTURE

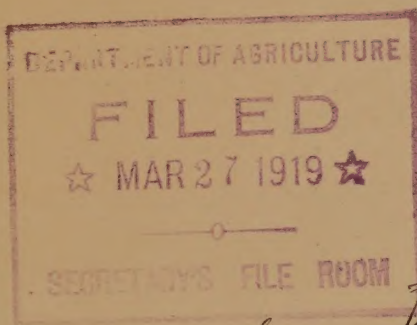
McG.

March 17, 1919.

Mr. Fitts:

Hand
I had thought of making two circulars in connection with the attached Executive Orders. It seems to me, however, that we have been issuing circulars pretty rapidly of late and as the bureaus have already been advised by the Appointment Clerk that the Executive Order of ~~November~~ 2 has been canceled, it seems to me it would be just as well to embody both orders in one circular.

I hardly think that the information contained in this circular is of sufficient importance to warrant the issuance of two circulars. However, if you desire, we can split them and make two circulars.



I think two should be issued. I don't believe they should be put together.
OK

March 10, 1913

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

Washington

March 10, 1913

Mr. Wilson

Dear Sir:

Enclosed are three copies of the following letter, dated

March 10, 1913, from the following Executive Order, dated

March 10, 1913:

Executive Order No. 1, signed at Washington

March 10, 1913, relating to the appointment of a

Commissioner of the General Land Office, and to the

appointment of a Commissioner of the Bureau of Reclamation,

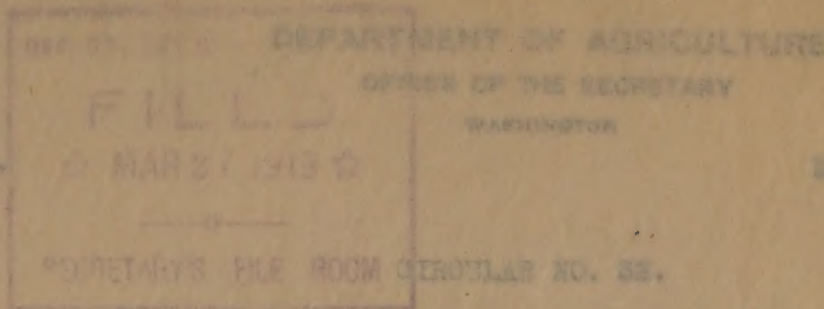
and to the appointment of a Commissioner of the Bureau of

Reclamation, signed at Washington, D.C., March 10, 1913.

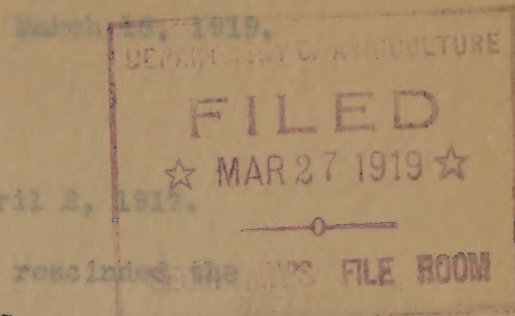
I am sorry to hear that you are unable to accept the position of Commissioner of the General Land Office. It is a position of great importance and one which will give you an opportunity to do much good for the country. I am sure that you will be able to find some other position which will be of interest to you.

I am sure that you will be able to find some other position which will be of interest to you. I am sure that you will be able to find some other position which will be of interest to you.

Very truly yours,
The Secretary of Agriculture



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Revocation of Executive Order of April 2, 1917.

EXECUTIVE ORDER.

Under date of March 2, 1919, the President rescinded the

Executive Order of April 2, 1917, requiring the assent of the head

of a department Section 1 of Civil Service Rule XI is amended to read as follows:

1. A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he formerly served, upon certificate of the Commission, subject to the following limitations:

(a) The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, to an army nurse of either war or the War with Germany, or to the widow of a person who served in any of these wars and was honorably discharged.

(b) No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

James
Assistant to the Secretary.

This amendment is recommended by the Civil Service Commission to make uniform the provisions applying to army nurses and widows of persons who served in any war and were honorably discharged.

WOODROW WILSON

The White House,
7, Feb'y, 1919.

(No. 3035)

RECEIVED
 FILED
 ★ MAR 2 1919 ★
 — 0 —
 ROOM

EXECUTIVE ORDER.

AMENDMENT TO THE CIVIL SERVICE RULES.

Section 1 of Civil Service Rule XI is amended to read as follows:

1. A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he formerly served, upon certificate of the Commission, subject to the following limitations:

- (a) The separation must have occurred within one year next preceding the date of the reinstatement of the nominating or appointing officer for such certificate; but this limitation shall not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, to an army nurse or either war or the War with Germany, or to the widow of a person who served in any of these wars and was honorably discharged.
- (b) No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

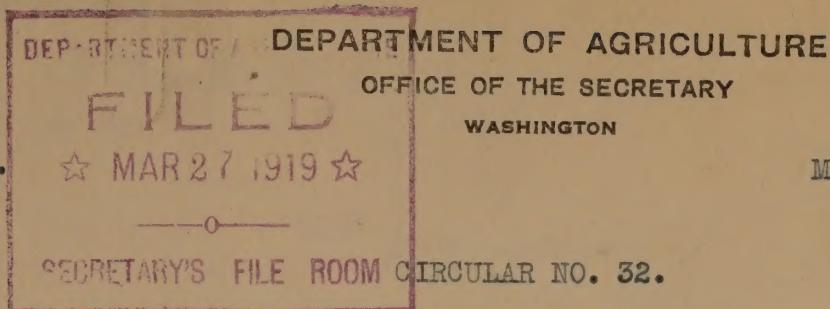
This amendment is recommended by the Civil Service Commission to make uniform the provisions applying to army nurses and widows of persons who served in any war and were honorably discharged.

WOODROW WILSON

(No. 3035)

The White House,
 7, Feb'y, 1919.

Circulars
McG.



File copy

March 18, 1919.

Revocation of Executive Order of April 2, 1917.

Under date of March 2, 1919, the President rescinded the Executive Order of April 2, 1917, requiring the assent of the head of a department or office before an employee could take an examination. The order follows:

"The Executive Order of April 2, 1917, requiring the assent of the head of a department or office to an employee's examination or certification under the civil-service rules, is hereby rescinded."

Circular No. 6, issued under date of September 23, 1918, is accordingly canceled.

R. H. Hume
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 15, 1914

RECEIVED THE WORK

Revocation of Executive Order of April 2, 1914

Under date of March 2, 1914, the President rescinded the

Executive Order of April 2, 1914, relating to the removal of the

of a department or office before an employee could take advantage

of the order follows:

"The Executive Order of April 2, 1914, regarding the
removal of the head of a department or office as an employee
of a department or office under the civil-service
rules, is hereby rescinded."

Division No. 1, issued under date of September 22, 1913, is

respectfully amended.

Respectfully to the Secretary.

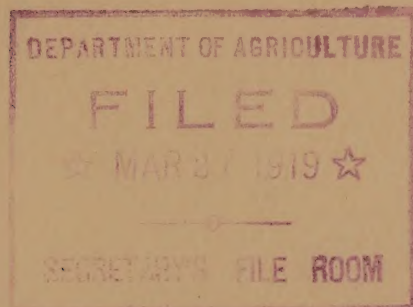
EXECUTIVE ORDER

The Executive Order of April 2, 1917, requiring the assent of the head of a department or office to an employee's examination of certification under the civil-service rules, is hereby rescinded.

WOODROW WILSON

The White House
2, March, 1919

(No. 3054)



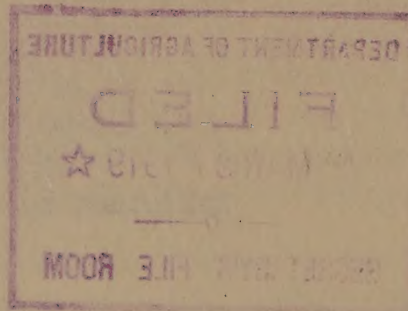
EXECUTIVE ORDER

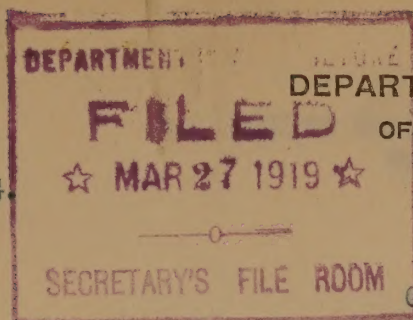
The Executive Order of April 2, 1917, requiring the assent of the head of a department or office to an employee's examination of certification under the civil-service rules, is hereby rescinded.

WOODROW WILSON

The White House
2, March, 1919

(No. 3024)





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

McG.

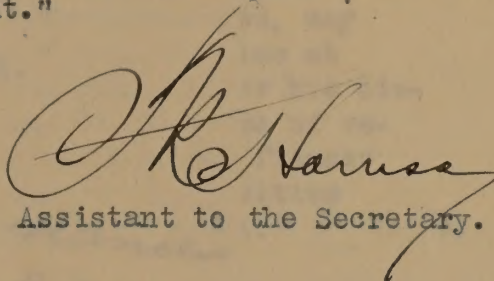
March 22, 1919.

CIRCULAR NO. 33

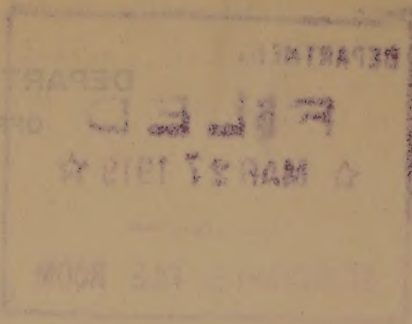
Application of Executive Order of July 18, 1918, to Yoewomen.

Under date of March 19, 1919, the Civil Service Commission advised the Department that it regards a person who left the classified civil service to accept a position as yoewoman, as having entered the Naval Service of the Government, and as eligible for reinstatement in conformity with the provisions of the following Executive Order of July 18, 1918:

"A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany, and who has been honorably discharged, may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought."


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Application of Executive Order No. 13, 1912, to Veterans.

Under date of March 14, 1912, the Civil Service Commission was

advised that the Department had in review a person who had been classified

as a civil service employee in 1908, and who had been discharged

from service of the Government, and who might be reinstated in

conformity with the provisions of the following Executive Order of

July 18, 1911:

"A person leaving the classified civil service to
engage in the military or naval service of the Government
during the term of his contract, and who has been
honorably discharged, may be reinstated in the civil ser-
vice at any time within five years after his discharge,
provided that at the time of reinstatement he has the re-
quired fitness to perform the duties of the position to
which reinstatement is sought."

Respectfully,
Secretary of the Commission.

OFFICE OF THE SECRETARY OF AGRICULTURE

Mar. 22.

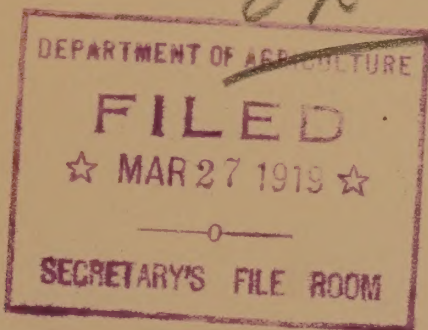
Dear Mr. O'Leary:

I think the information indicated in the attached letter from the President of the Civil Service Commission ought to be embodied in a circular to the bureaus. Will you not prepare the circular for my signature?

Is the Appointment Clerk's name on our list to receive copies of all circulars?

F. R. H.

*Gladman's name
is on the list,
Circ. attached
OK*



OFFICE OF THE SECRETARY
OF AGRICULTURE

WASHINGTON

March 22, 1915

Mr. W. B. Ewing

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 18th inst.

in relation to the appointment of a clerk to the office of the Secretary of Agriculture.

As the position of clerk is a confidential one, it is necessary that the person appointed should be a person of high character and of good education.

I have no objection to your recommending the person named in your letter for the position.

I am, Sir, very respectfully,
Your obedient servant,
J. B. Ewing

I have the honor to acknowledge the receipt of your letter of the 18th inst. in relation to the appointment of a clerk to the office of the Secretary of Agriculture. As the position of clerk is a confidential one, it is necessary that the person appointed should be a person of high character and of good education. I have no objection to your recommending the person named in your letter for the position.

Very respectfully,
J. B. Ewing

Mr. W. B. Ewing

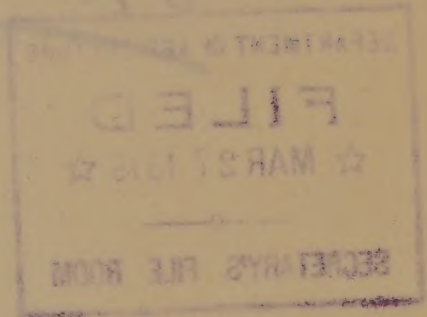
Dear Sir:

I think the information in-
closed in the attached letter from
the President of the Civil Service
Commission ought to be embodied in
a circular to the bureaus. Will you
not prepare the circular for my
signature?

In the Appointment Clerk's
name on our list to receive copies
of all circulars.

W. B. Ewing

Handwritten notes:
in the list
of the list
of the list



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

March 19, 1919.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission regards a person who left the classified civil service to accept a position of yeoman, as having entered the Naval Service of the Government, and as eligible for reinstatement in conformity with the provisions of the following Executive Order of July 18, 1918:

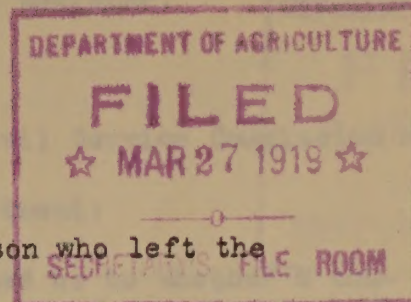
"A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany, and who has been honorably discharged, may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought."

By direction of the Commission:

Very respectfully,

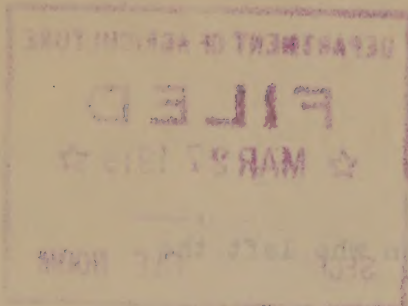
Martin A. Morrison,

President.



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

March 19, 1935.



The Honorable,

The Secretary of Agriculture.

Sir:

The Commission regards a person who has been

classified civil service as being eligible for

promotion, as having entered the civil service of the Govern-

ment, and as eligible for reinstatement in conformity

with the provisions of the following Executive Order of

July 18, 1915:

"A person having been classified
civil service in the military
or naval service of the Government and
who has been honorably discharged, may
be reinstated in the civil service at
any time within five years after the dis-
charge, provided that at the time of re-
instatement he has the required fitness
to perform the duties of the position
to which reinstatement is sought."

By direction of the Commission:

Very respectfully,

Walter A. Holloman,

President.

Circulars
321
Chiefs of Bureaus
File copy
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

April 7, 1919.

Circular No. 34

Employees Separated from the Service to Provide Places
for Returning Military Employees Entitled to Ben-
efits of Reemployment Register.

Under date of April 3, 1919, the Civil Service Commission ad-

ressed the following letter to the Department:

"The question has been raised as to whether a com-
petitive classified employee separated to make place for
a discharged soldier, formerly in the service, may be re-
garded as separated because of reduction of force and
must receive the benefit of the Executive Order of November
29, 1918, quoted in the attached circular.

"The following is a provision of the Deficiency Act,
approved February 25, 1919:

'That all former government employees who have
been drafted or enlisted in the military service of the
United States in the war with Germany shall be reinstated
on application to their former positions, if they have
received an honorable discharge and are qualified to per-
form the duties of the position.'

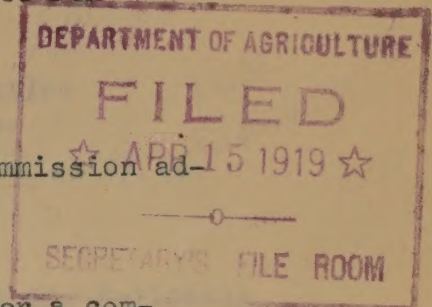
"The Commission holds that a person who is separated
to provide a place for the reinstatement of a soldier, in
accordance with the law quoted above, is entitled to have
his name placed upon a reemployment register in conformity
with the Executive Order."

A copy of the paper referred to in the Commission's letter
was transmitted to the bureaus with Circular No. 19 of this Office.

H. J. Sutt
Private Secretary.

Letter from Civil Service Commission answered 4/12/19 and
correspondence referred to the Appointment Clerk for filing.

J. H.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 7, 1915

Office of the Secretary

Employees separated from the service to provide places
for returning military and naval reservists.
Office of the Secretary

DEPARTMENT OF AGRICULTURE

FILED

Under date of April 7, 1915, the Civil Service Commission

addressed the following letter to the Department:

"The question has been raised as to whether a com-
pulsive classified employee subjected to such a plan for
a discharged soldier, formerly in the service, may be re-
graded as a regular employee of the Commission or, if not,
must receive the benefit of the Executive Order of November
3, 1914, passed in the attached circular.

"The following is a revision of the Commission's
approved January 29, 1915:

"That all former Government employees who have
been drafted or enlisted in the military service of the
United States in the war with Germany shall be reinstated
in positions to which they were entitled, if they have
received an honorable discharge and are qualified to per-
form the duties of the position."

"The Commission holds that a person who is required
to provide a place for the reinstatement of a soldier, in
accordance with the law passed above, is entitled to have
his name placed upon a classified register in accordance
with the Executive Order."

A copy of the paper referred to in the Commission's letter
was transmitted to the Bureau with Circular No. 19 of this office.

Very respectfully,
Secretary

Letter from Civil Service Commission answered April 7 and
correspondence referred to the Appointment Clerk for filing.
J. H.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 3, 1919.

CIRCULAR NO 35

Employment of Stenographers and Typists on Duties
Consisting Chiefly of Stenography and Type-
writing.

FILE
P. L. GLADMON

The Secretary directs me to call your attention to the following communication, which has just been received from the Civil Service Commission, regarding the employment of stenographers and typists on purely clerical work:

"It is still difficult for the Commission to obtain a sufficient supply of stenographers and typewriters to meet the demands of the service, and it is desired to call attention to the importance of requesting certifications from the registers of eligibles for such positions only when it is actually necessary to employ persons qualified in stenography and typewriting. It has come to the notice of the Commission that many stenographers in the departments are employed largely, or wholly, in clerical work, and that there are some cases where stenographers have little to do. For example, a stenographer may be assigned to one officer and may be occupied for only a part of the day. In many such cases it would seem possible that one stenographer might very well do the work of two or more officers. An economy in the use of stenographers would lessen the difficulty that the Commission now has in supplying the cases of real need. It is manifestly unfair that one department should be prodigal with stenographers to the deprivation of other departments.

"Complaints are frequently received from persons appointed from the stenographer and typewriter register because of their assignment to clerical or filing work, and in this connection attention is invited to the fact that if the duties of a position to be filled call for typewriting or clerical work only, requests should be made for a certification of eligibles from the typewriter or clerical registers. The registers for clerk, file clerk, and bookkeeper, contain the names of eligibles whose qualifications for such positions have been demonstrated, and it is believed that those who have passed such examinations will be found better adapted for the ordinary kinds of clerical work than those who have passed the stenographer and typewriter examination. It is believed that some attention to this subject will

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 8, 1919

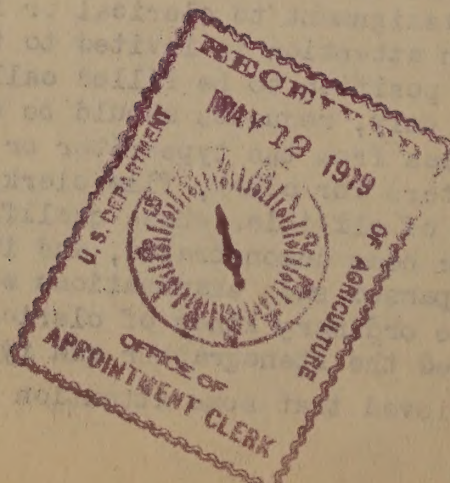
STANDARD NO. 25

Employment of stenographers and typists in the
Department of Agriculture and the
Bureau of Plant Industry and
Bureau of Entomology and Plant Quarantine.

The Secretary directs as to call for applications to the following
communication, which has been received from the Civil Service Com-
mission, regarding the employment of stenographers and typists on purely
classified work:

"It is difficult for the Commission to obtain
a sufficient supply of stenographers and typists to
meet the demands of the service, and it is desired to call
attention to the importance of receiving applications from
the regular of eligible persons for such positions only when it
is actually necessary to employ persons qualified in stenog-
raphy and typewriting. It has come to the notice of the
Commission that many stenographers in the Department are en-
gaged largely in clerical work, and that there
are some cases where stenographers are assigned to one class of
work, a stenographer may be assigned to one class of
work, or assigned to one class of work. In many cases
cases it would be possible that one stenographer might very
well be the work of two or more stenographers. In many cases
use of stenographers would lessen the cost of such work. If
position for use in applying the cases of such work. It
is suggested that one department should be provided
with stenographers to the satisfaction of other departments.

Stenographers are frequently received from persons ap-
pointed from the same source and typewriter for the reason
of their assignment to the same class of work, and in this
connection it is desired to call for applications to the
Civil Service Commission for the purpose of receiving ap-
plications to be made for a stenographer.
The Department of Agriculture, and the Bureau of Plant In-
dustry and the Bureau of Entomology and Plant Quarantine
will be called upon to receive applications for such work.
It is suggested that one department should be provided
with stenographers to the satisfaction of other departments.



result in a considerable saving in the supply of stenographer and typewriter eligibles, and your cooperation is earnestly requested.

"Cases frequently arise where persons appointed from the combined stenographer and typewriter register complain of loss of stenographic speed owing to their not receiving stenographic dictations, and in many of such cases the appointees have resigned, thus necessitating the breaking in of a new employee and causing an avoidable turnover in the force. Senators and Congressmen frequently take up with this office similar complaints of their constituents.

"A full utilization of the qualifications tested by the Commission's examinations will result in the appointees' rendering more efficient service, and in a more contented corps of employees.

"An acknowledgment of this letter will be appreciated.

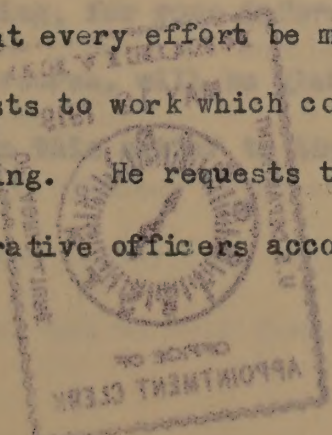
"By Direction of the Commission:

"Very respectfully,
"(Signed) MARTIN A. MORRISON,
President."

As you perhaps know, paragraph 30 of the Administrative regulations, which has been in force for many years, provides that:

"No request for certification of a stenographer and typewriter shall be made on the Civil Service Commission unless the duties of the position which it is desired to fill consist chiefly of stenography and typewriting."

The Secretary desires, of course, to cooperate to the fullest possible extent with the Civil Service Commission in this matter, and directs that every effort be made to confine the employment of stenographers and typists to work which consists wholly or chiefly of stenography and typewriting. He requests that appropriate instructions be issued to all administrative officers accordingly.


W. H. Harbo
Assistant to the Secretary.

result in a considerable saving in the supply of stenographers and typewriter eligible, and your cooperation is earnestly requested.

"Cases frequently arise where persons appointed from the combined stenographer and typewriter register complain of loss of stenographic speed owing to their not receiving stenographic dictations, and in many of such cases the appointees have resigned, thus necessitating the breaking in of a new employee and causing an avoidable turnover in the force. Senators and Congressmen frequently take up with this office similar complaints of their constituents.

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Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

M-

May 3, 1919.

The Honorable

The President of the U. S. Civil Service Commission.

Sir,

I have your letter of April 28 stating that it has come to the notice of the Civil Service Commission that many stenographers in the Executive Departments are employed largely or wholly in clerical work and that there are some cases where stenographers apparently have little to do. As you may know, the Department has long had in force the following administrative regulation on this subject:

"No request for certification of a stenographer and typewriter shall be made on the Civil Service Commission unless the duties of the position which it is desired to fill consist chiefly of stenography and typewriting."

We are today issuing a circular letter to the bureaus, calling special attention to the regulation and to the Commission's letter. I am enclosing, for your information, a copy of the circular. The Department, of course, will be glad to cooperate with the Civil Service Commission in this matter to the fullest possible extent.

Very truly yours,

Secretary's File Room
(Signed)

J. S. Houston
Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 3, 1919.

The Honorable

The President of the U. S. Civil Service Commission.

Sir:

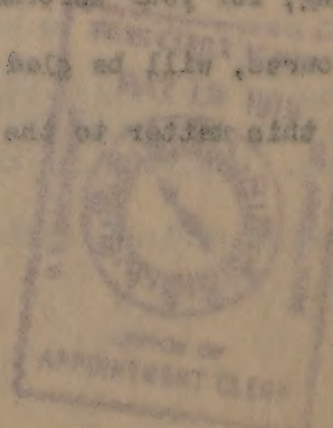
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Very truly yours,

Secretary.



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

April 28, 1919

The Honorable.

The Secretary of Agriculture.

Sir:

It is still difficult for the commission to obtain a sufficient supply of stenographers and typewriters to meet the demands of the service, and it is desired to call attention to the importance of requesting certifications from the registers of eligibles for such positions only when it is actually necessary to employ persons qualified in stenography and typewriting. It has come to the notice of the Commission that many stenographers in the departments are employed largely, or wholly, in clerical work, and that there are some cases where stenographers have little to do. For example, a stenographer may be assigned to one officer and may be occupied for only a part of the day. In many such cases it would seem possible that one stenographer might very well do the work of two or more officers. An economy in the use of stenographers would lessen the difficulty that the Commission now has in supplying the cases of real need. It is manifestly unfair that one department should be prodigal with stenographers to the deprivation of other departments.

Complaints are frequently received from persons appointed from the stenographer and typewriting register because of their assignment to clerical or filing work, and in this connection attention is invited to the fact that

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

April 28, 1919

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The Secretary of Agriculture.

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It is still difficult for the Commission to obtain a sufficient supply of stenographers and typewriters to meet the demands of the service, and it is desired to call attention to the importance of requesting certification from the registers of eligibles for such positions only when it is actually necessary to employ persons qualified in stenography and typewriting. It has come to the notice of the Commission that many stenographers in the departments are employed largely, or wholly, in clerical work, and that there are some cases where stenographers have little to do. For example, a stenographer may be assigned to one officer and may be occupied for only a part of the day. In many such cases it would seem possible that one stenographer might very well do the work of two or more officers. An economy in the use of stenographers would lessen the difficulty that the Commission now has in supplying the cases of real need. It is manifestly unfair that one department should be privileged with stenographers to the deprivation of other departments.

Complaints are frequently received from persons appointed from the stenographer and typewriting registers because of their assignment to clerical or filing work, and in this connection attention is invited to the fact that

if the duties of a position to be filled call for typewriting or clerical work only, requests should be made for a certification of eligibles from the typewriter or clerical registers. The registers for clerk, file clerk, and bookkeeper, contain the name of eligibles whose qualifications for such positions have been demonstrated, and it is believed that those who have passed such examinations will be found better adapted for the ordinary kinds of clerical work than those who have passed the stenographer and typewriter examination. It is believed that some attention to this subject will result in a considerable saving in the supply of stenographer and typewriter eligibles, and your cooperation is earnestly requested.

Cases frequently arise where persons appointed from the combined stenographer and typewriter register complain of loss of stenographic speed owing to their not receiving stenographic dictations, and in many of such cases the appointees have resigned, thus necessitating the breaking in of a new employee and causing an avoidable turnover in the force. Senators and Congressmen frequently take up with this office similar complaints of their constituents.

A full utilization of the qualifications tested by the Commission's examinations will result in the appointees' rendering more efficient service, and in a more contented corps of employees.

An acknowledgment of this letter will be appreciated.

By direction of the Commission:

Very respectfully,

Martin A. Morrison

President

if the duties of a position to be filled call for typewriting or clerical work only, requests should be made for a certification of eligibles from the typewriter or clerical registers. The registers for clerks, file clerk, and bookkeeper, contain the name of eligibles whose qualifications for such positions have been demonstrated, and it is believed that those who have passed such examinations will be found better adapted for the ordinary kinds of clerical work than those who have passed the stenographer and typewriter examination. It is believed that some attention to this subject will result in a considerable saving in the supply of stenographer and typewriter eligibles, and your cooperation is earnestly requested.

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An acknowledgment of this letter will be appreciated.

By direction of the Commission:

Very respectfully,

Martin A. Morrison

President

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

McG.

May 6, 1919.

CIRCULAR NO. 36.

Efficiency Ratings and their Relationship to the
Promotion of Clerical and Subclerical Employees.

In view of the relative infrequency of opportunities to promote all deserving clerical and subclerical employees, resulting in large measure from the inelasticity of statutory rolls, the Secretary has instructed me to emphasize to all administrative officers, and especially to the members of the bureau committees on efficiency, the importance of formulating, under the provisions of the Administrative Regulations, efficiency registers which shall reflect, as accurately as possible, the comparative merits of the employees whose names appear thereon. Obviously, the Secretary is not in a position to give proper consideration to recommendations for promotion submitted to him for approval unless he can rely upon the efficiency registers filed by the bureaus in this office. It seems desirable, therefore, to call attention again to the system under which the promotion of clerical and subclerical employees is now accomplished:

Efficiency Reports.

The basis of promotion procedure is the individual efficiency report, which indicates the character of the work upon which each employee is engaged and sets forth concisely, for consideration by the bureau committee on efficiency, the manner in which he has performed

his work during the preceding six months. The regulations prescribe that these reports ^{shall} be made by the persons having immediate supervision of each employee, and that the reports shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising officer.

Basis of Marking.

While the prescribed basis of marking is "Excellent", "Good", "Fair", and "Poor", these general terms represent definite percentages of absolute efficiency, as indicated in Paragraph 34 of the Administrative Regulations. Supervising officials should bear this in mind, and should not hesitate, when necessary, to express in percentages minor differences in the standing of employees properly falling under the same general class. The general rating of the employee should be in accord with the factors entering into his efficiency as listed in the efficiency reports. This phase of the matter requires particular attention. A general rating of "Excellent" or "Good" indicates that the employee is entitled to consideration for promotion when vacancies occur. A general rating of "Fair" merely entitles him to continue in his present grade. A general rating of "Poor" means that the employee is not earning the salary he is receiving and that consideration of his demotion or removal is in order.

Efficiency Committees.

The individual efficiency reports receive consideration by the bureau efficiency committees provided for by Paragraph 32 of the Administrative Regulations. In order to safeguard the interests of the

his work during the preceding six months. The regulations prescribe that these reports be made by the persons having immediate supervision of each employee, and that the reports shall be fair, nonpartisan, and impartial in every particular, representing the unbiased judgment of the supervising officer.

Basis of Rating.

While the prescribed basis of rating is "Excellent", "Good", "Fair", and "Poor", these general terms represent definite percentages of absolute efficiency, as indicated in Paragraph 32 of the Administrative Regulations. Supervising officials should bear this in mind, and should not hesitate, when necessary, to express in parentheses their differences in the rating of employees properly falling under the same general class. The general rating of the employee should be in accord with the reports concerning his efficiency as listed in the efficiency reports. This basis of the rating requires particular attention. A general rating of "Excellent" or "Good" indicates that the employee is entitled to consideration for promotion when vacancies occur. A general rating of "Fair" merely indicates that he continues in his present grade. A general rating of "Poor" means that the employee is not earning the salary he is receiving and that consideration of his position or removal is in order.

Efficiency Committee.

The Individual Efficiency Review Committee consists of the Bureau Efficiency Committee provided for by Paragraph 32 of the Administrative Regulations. In order to safeguard the interests of the

employees, and to eliminate any personal bias and partiality that may exist, the regulations provide for changes in the membership of each committee twice annually and exclude from further membership for the period of at least one year administrative officers who formerly served on such committees. It should be borne in mind that the efficiency reports, as submitted to the bureau committees, are not always strictly comparable because of the varying personalities of the supervising officers who prepare them. In order to give fair and impartial consideration to the reports, therefore, it is necessary for the committee members to acquaint themselves with the general attitude of the marking officers and also to consider all other pertinent facts, as specifically required by Paragraph 32 of the regulations. It may be of interest to know that in one bureau the committee sent a questionnaire to the employees and found that the results were distinctly helpful in determining their standing on the efficiency register.

Care in Selection of Efficiency Committees.

✓ The preparation of an efficiency register is an important task, and every care should be exercised in ^{recommending the designation} ~~the selection~~ of officials to serve as members of the efficiency committees. It does not necessarily follow that efficiency in the administration of an office indicates, per se, qualification for service on an efficiency committee. Committee members should be unprejudiced, of sound judgment, possessed of an intimate knowledge of the work of the bureau as a whole and the relative importance of its several activities, and should be acquainted, in a

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The preparation of an efficiency register is an important task, and every care should be exercised in the selection of officials to serve as members of the efficiency committees. It does not necessarily follow that efficiency in the administration of an office indicates per se, qualification for service on an efficiency committee. Committee members should be unprejudiced, of sound judgment, possessed of an intimate knowledge of the work of the Bureau as a whole and the relative importance of its several activities, and should be acquainted, in a

general way at least, with the personnel of the bureau. It is the duty of the chief of bureau to review carefully the work of the bureau committee and to assure himself that the ratings are just and have been made after due consideration of all the factors applicable to each individual case. the reasons submitted in connection therewith must be

Employees Notified of Inefficiency.

When a general rating of "Poor" appears in an efficiency report, the chief of bureau is required to notify the employee in writing immediately of the manner in which he has failed to measure up to the standard required by the Department and to suggest specific ways in which the employee can and should improve his efficiency. This notice should make it clear to the employee that failure to improve his efficiency within the succeeding six months will make it necessary to consider the question of his demotion or dismissal. This notice is a preliminary step to the ^{possible} elimination of employees whose retention in the service distinctly lowers the efficiency of the organization. with

Register Governs Promotions. inclusive, of

The importance of showing accurately on the register the actual relative standing of the employees is indicated in Paragraph 38. Promotions must be made as provided therein, and it should be noted that, when a registrant's service during a six months' period has fixed his relative standing on the register, this standing can only be forfeited during the succeeding six months' period because of breach of discipline, neglect of duty, or ~~a~~ falling off in efficiency, or because of the introduction of facts, including new appointments, the promotion of em-

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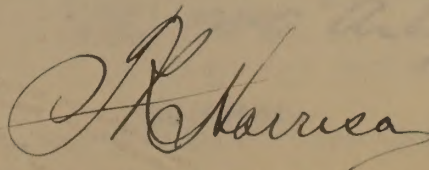
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ployees in the lower grades, etc., not existent or known when the register was compiled, or a change in the status of the persons concerned. The Secretary will approve recommendations involving deviations from the register only after the most careful consideration of all the circumstances, with the concurrence of the bureau efficiency committee, and the reasons submitted in connection therewith must be substantial and convincing.

Promotions Made from Lower Grades.

Paragraph 39 of the regulations require the filling of vacancies in clerical positions by the promotion, based on standing on the register, of clerks of lower grade. While the filling of such vacancies by original appointment, transfer, or reinstatement may in some cases be desirable, it should be remembered that advancement on the statutory roll usually is not rapid and that the employees thereon in the lower grades, if efficient, are entitled to first consideration.

It is the desire of the Secretary that every administrative officer of the Department shall intimately familiarize himself with the provisions of Paragraph 3 and Paragraphs 32 to 40, inclusive, of the Administrative Regulations, in order that every possible step may be taken to insure fairness and impartiality in all promotions of clerical and subclerical employees. He knows that every member of the Department appreciates the high importance of doing justice in these matters in the fullest degree and that he can count on the cordial cooperation of all who take part in the preparation of the efficiency reports and registers.



Assistant to the Secretary.

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W. H. ...
 Assistant to the Secretary.

Mr. Reese

Walden not
force on the

W. H. H.

Mr. Harrison:

This is good.
I can make no
suggestion that
will improve it.

Wm. Reese

5/9/19

W. H. H. H.

W. H. H. H.

W. H. H. H.

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W. H. H. H.

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W. H. H. H.

W. H. H. H.

W. H. H. H.

W. H. H. H.

By messenger

Mr Estabrook

Will you not
 glance over the one
 give us the benefit
 of your judgment

Yours

May 7/19

Dear Mr Harrison -

This is fine &
 will serve a useful
 purpose at this time.
 I have no suggestions
 to offer & doubt if the
 memo. could be
 improved.

LME

OFFICE OF THE SECRETARY OF AGRICULTURE

The Secretary

I have the honor to acknowledge the receipt of your letter of the 11th inst. in relation to the proposed amendment to the act of March 3, 1879, relating to the collection of duties on foreign goods.

*Very respectfully,
J. M. Smith*

May 11/14

I have the honor to acknowledge the receipt of your letter of the 11th inst. in relation to the proposed amendment to the act of March 3, 1879, relating to the collection of duties on foreign goods. This is given to me for your consideration and will be given to the proper authorities for their consideration.

J. M. Smith

OFFICE OF *Cy. Hensenger*
THE SECRETARY OF AGRICULTURE!

REFERRED TO

Moore

FOR

Approval	Initials
Attention	Memorandum
Comment	Note and file
Consideration	Note and return
Correction	Recommendation
Investigation	Rush

8-3460

*Here is the fungal
product what do
you think of it.
Should we refer it
to the Finance Com-
mittee*

DR

THE SECRETARY OF AGRICULTURE

OFFICE OF

REFERRED TO

FOR

Approval	Initials
Action	Memorandum
Comment	Notes and file
Consideration	Notes and return
Disposition	Recommendation
Investigation	Result

*There is no paper
attached to
your letter of the
10th inst. and no
reference to
the same in
the file.*

*Very truly
yours,
J. B. Thompson*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION

FILE NO.

135-8

May 6, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The attached draft of a circular on efficiency ratings is in very good shape. I have but one suggestion to make, and that of a minor character. Under "Care in selection of Efficiency Committees," on page 3, the words "the selection" in the second line of the paragraph might be changed to "recommending the designation." This will bring out a little more clearly, perhaps, that you are speaking of the nominations made by the bureau chief and not the selection made by the Secretary.

I don't know that any good purpose would be served by referring this to the Finance Committee, as a committee; but it might be well to refer it to both Mr. Estabrook and Mr. Reese, for individual consideration. They may have additional ideas which should be included.

We should try to get this out without any delay, as the blanks for the individual efficiency reports are already in the hands of the marking officers for completion.

Very truly yours,

Alex. McC. Ashley

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION

FILE NO.

135-8

May 6, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

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I don't know that any good purpose would be served by referring this to the Finance Committee, as a committee; but it might be well to refer it to both Mr. Eastbrook and Mr. Roscoe, for individual consideration. They may have additional ideas which should be included.

We should try to get this out without any delay, as the blanks for the individual efficiency reports are already in the hands of the marking officers for completion.

Very truly yours,

Wm. H. Coffey
Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

CIRCULAR NO. *J. H. Key*

Efficiency Ratings and their Relationship to the
Promotion of Clerical and Subclerical Employees.

In view of
~~The Secretary, appreciating the relative infrequency of opportunities to promote~~ ^{all} ~~deserving clerical and subclerical employees by reason~~ ^{resulting from} ~~of the restrictions imposed by inelastic~~ ^{ity of} ~~statutory rolls,~~ ^{the Secretary} has instructed me to emphasize to all administrative officers the importance of creating efficiency registers under the Administrative Regulations which shall represent with entire accuracy the comparative merits of the employees whose names appear thereon. Obviously the Secretary is not in a position to give proper consideration to recommendations for promotion submitted to him for approval ^{unless} ~~except in so far as he can rely upon the~~ fairness and impartiality of the efficiency registers filed by the bureaus in his office. ^{I shall, therefore,} ~~It is therefore the purpose of this circular to~~ discuss at some length the system under which the promotion of clerical and subclerical employees is now accomplished, ^{in the endeavor to impress upon} ~~to the end that administrative officers may be properly impressed with their responsibility in~~ ^{the importance of the subject} ~~the premises and govern themselves accordingly.~~

Efficiency Reports.

^{basis} The foundation of promotion procedure is the efficiency report, ^{which indicates} ~~wherein~~ the character of the work upon which the individual employee is engaged ^{summarized in form for consideration by the Bureau} ~~is indicated~~ and the manner in which he has performed his work ^{commensurate with efficiency} during the preceding six months, ~~is summarized and made available for~~

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

CIRCULAR NO. 1

Efficiency Rating and the Relationship to the
Promotion of Clerical and Subclerical Employees.

The Secretary, emphasizing the relative infrequency of opportunity to promote deserving clerical and subclerical employees by reason of the restrictions imposed by legislative enactments, has indicated his emphasis to all administrative officers the importance of creating efficiency registers under the Administrative Regulations which shall represent with entire accuracy the comparative merits of the employees whose names appear thereon. It is the Secretary's policy to give proper consideration to recommendations for promotion and to give to him for approval, except in so far as he can rely upon the fairness and impartiality of the efficiency registers filed by the Bureau in his office. To be considered the Bureau of this circular is discussed as now being the system under which the promotion of clerical and subclerical employees is now accomplished, to the end that administrative officers may be properly impressed with their responsibility in the promotion and government of their subordinates.

Efficiency Registers.

The foundation of promotion procedure is the efficiency report which is the character of the work upon which the individual employee is engaged is indicated and the manner in which he has performed his work during the preceding six months is summarized and made available for

consideration by the bureau committee on efficiency. The regulations prescribe that these reports be made by the persons having immediate supervision of each employee, and that these reports shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising employee making them.

Basis of Marking.

While the prescribed basis of marking is "Excellent," "Good," "Fair," and "Poor," these general terms represent definite percentages of absolute efficiency, as indicated in Paragraph 34 of the Administrative Regulations. Supervising officials should bear this in mind, and should not hesitate to add percentage figures to the general terms wherever necessary to express minor differences of standing of employees properly falling under the same general class. This suggestion should be followed to a much greater extent than obtains at present. The general rating of the employee should be in accord with the elements or factors listed in the efficiency reports as entering into ^{his} employee's efficiency. ^{This phase of the matter requires particular attention.} There seems to be a tendency at times on the part of marking officers to fix the general rating without due consideration of the contributing elements and to be unduly generous in doing so. This is a fault which should be corrected. A general rating of "Excellent" or "Good" vests in the employee the right to consideration for promotion when vacancies occur. A general rating of "Fair" merely entitles him to continue in his present grade. A general rating of "Poor" indicates that the employee is not earning the salary he is receiving and that consideration of his demotion or removal is in order.

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Basis of Marking.

While the prescribed basis of marking is "Excellent," "Good," "Fair," and "Poor," these general terms represent definite percentages of absolute efficiency, as indicated in Paragraph 4 of the Administrative Regulations. Supervising officials should bear this in mind, and should not hesitate to add percentage figures to the general terms wherever necessary to express minor differences of standing of employees properly falling under the same general class. This suggestion should be followed to a much greater extent than obtains at present. The general rating of the employee should be in accord with the elements or factors listed in the efficiency reports as entering into an employee's efficiency. There seems to be a tendency at times on the part of marking officers to fix the general rating without due consideration of the contributing elements and to be unduly generous in doing so. This is a fault which should be corrected. A general rating of "Excellent" or "Good" vests in the employee the right to consideration for promotion when vacancies occur. A general rating of "Fair" merely entitles him to continue in his present grade. A general rating of "Poor" indicates that the employee is not earning the salary he is receiving and that consideration of his retention or removal is in order.

Efficiency Committees.

The individual efficiency reports receive consideration by the bureau efficiency committees provided for by Paragraph 32 of the Administrative Regulations. These regulations attempt to eliminate personal bias and partiality by providing for changes in membership in each committee twice annually and by excluding from further membership for the period of at least one year administrative officers who have formerly held positions on such committees. Bureau committees, ^{remember} ~~in their consideration~~ ^{efficiency} ~~of efficiency reports~~ should ~~not forget~~ that these reports, as submitted to them, are not always strictly comparable because of the widely varying personalities of the supervising officers who prepare them. Committee members should therefore acquaint themselves with the general attitude of marking officers, ^{and also should consider} ~~so far as it is practicable to do so.~~ Neither ~~is the duty of the bureau committee discharged by consideration,~~ ~~however careful, of the individual reports.~~ All other pertinent facts, ~~should also be taken into account,~~ as indicated in Paragraph 32 of the regulations. ^{It may be of interest to know that through a questionnaire sent by one bureau committee to the employees} The determination of such facts is left to the bureau committees ~~without restriction;~~ but as a suggestion, by way of example, it may be stated that in at least one of the bureaus the committee has seen fit to communicate with the employees subject to registration by means of a confidential questionnaire submitted by the committee direct to the employees and returned by the employees direct to the committee. In the instance cited, the committee found that the results were distinctly helpful to it in arriving at just determinations.

Efficiency Committees

The individual efficiency reports receive consideration by the Bureau efficiency committees provided for by paragraph 35 of the Administrative Regulations. These regulations attempt to eliminate personal bias and partiality by providing for changes in membership in each committee twice annually and by excluding from further membership for the period of at least one year administrative officers who have formerly held positions on such committees. Bureau committees, in their consideration of efficiency reports should not forget that these reports, as submitted to them, are not always strictly comparable because of the varying personalities of the supervising officers who prepare them. Committee members should therefore regard themselves with the general attitude of marking officers, so far as it is practicable to do so. Neither is the duty of the Bureau committees discharged by consideration, however careful, of the individual reports. All other pertinent facts should also be taken into account, as indicated in paragraph 35 of the regulations. The determination of such facts is left to the Bureau committees without restriction; but as a suggestion, by way of example, it may be stated that in at least one of the Bureau committees has been left to communicate with the employees subject to regulation by means of a confidential questionnaire submitted by the committee direct to the employees and returned by the employees direct to the committee. In the instance cited, the committee found that the results were distinctly helpful to it in arriving at just determinations.

Care in Selection of Efficiency Committees.

It is feared that bureau chiefs do not always fully appreciate the responsibilities which the Secretary has imposed upon them in connection with the preparation of efficiency registers. ^{As an important task, and} Bureau heads should exercise every care in ^{the selection of officials to serve as members of the efficiency} selecting and proposing for appointment on efficiency committees officials who are best qualified to consider the semi-annual reports and prepare therefrom the semi-annual efficiency registers. It does not necessarily follow that efficiency in the administration of an office indicates, per se, qualification for service on an efficiency committee. Committee members should be men without prejudice, of sound judgment, possessed of an intimate knowledge of the work of the bureau as a whole and the relative importance of its several activities, and ^{should be} as far as practicable, widely acquainted with the personnel ^{of the bureau.} subject to registration. It is the duty of the chief of bureau to review carefully the work of the bureau committee and to assure himself that the ratings are just and have been made after due consideration of all of the factors applicable to each individual case.

Employees Notified of Inefficiency.

When a general rating of "Poor" appears on an efficiency report, the chief of bureau should notify the employee in writing immediately the manner in which ^{he} ~~the~~ latter has failed to measure up to the standard the department requires, and ~~to~~ suggest those means which the employee should adopt in an effort to improve his efficiency. ~~Most important of~~ ^{all,} this notice should make it clear to the employee that failure to improve his efficiency within the succeeding six months will bring up for

Care in Selection of Efficiency Committees.

It is feared that Bureau chiefs do not always fully appreciate the responsibilities which the Secretary has imposed upon them in connection with the preparation of efficiency registers. Bureau heads should exercise every care in selecting and proposing for appointment as efficiency committees officials who are best qualified to consider the annual reports and prepare therefrom the semi-annual efficiency registers. It does not necessarily follow that efficiency in the administration of an office indicates, per se, qualification for service on an efficiency committee. Committee members should be men without prejudice, of sound judgment, possessed of an intimate knowledge of the work of the Bureau as a whole and the relative importance of its several activities, and, as far as practicable, wisely acquainted with the personnel subject to regulation. It is the duty of the chief of Bureau to review carefully the work of the Bureau committee and to assure himself that the ratings are just and have been made after due consideration of all of the factors applicable to each individual case.

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When a general rating of "Poor" appears on an efficiency report, the chief of Bureau should notify the employee in writing immediately the manner in which the rating has failed to measure up to the standards the department requires, and to suggest those means which the employee should adopt in an effort to improve his efficiency. Most important of all, this notice should make it clear to the employee that failure to improve his efficiency within the succeeding six months will bring up for

consideration the question of his demotion in or dismissal from the department. This notice clears the way for action, in strict conformity with the regulations of the Civil Service Commission, for the elimination of employees whose retention in the service distinctly lowers the efficiency of the organization.

Register Governs Promotions.

Paragraph 37 of the regulations prescribes the dates upon which the efficiency registers must be on file in the office of the Secretary and the periods during which such registers shall be in force and effect to govern promotions, as provided for in Paragraph 38. The latter para-

The importance of showing accurately on the register
graph indicates how important it is that efficiency registers evidence *is indicated in paragraph 38.*
~~accurately~~ the actual relative standing of the employees registered.

Promotions must be made as provided ~~for in this paragraph~~, *therein* and it should be noted that when a registrant's service during a six months' period

has fixed his relative standing on the register this standing can only be forfeited during the succeeding six months' period because of breach of discipline, neglect of duty, or a falling off in efficiency; *or the introduction of facts not known when the register was compiled or* The

Secretary is ~~extremely~~ loath to consider recommendations for promotions involving deviations from the register, *and* in fact, he will approve such

recommendations only after the most careful consideration of existing conditions, ~~and then only~~ with the concurrence of the bureau efficiency committee. *change of status of Mr. person concerned* In a word, the reasons submitted to the Secretary for a deviation from the register must be substantial and convincing.

consideration the question of his demotion in or dismissal from the department. This notice clears the way for action, in strict conformity with the regulations of the Civil Service Commission, for the elimination of employees whose retention in the service distinctly lowers the efficiency of the organization.

Register Governs Promotions.

Paragraph IV of the regulations prescribes the dates upon which the efficiency registers must be on file in the office of the Secretary and the periods during which such registers shall be in force and effect to govern promotions, as provided for in Paragraph 38. The latter paragraph indicates how important it is that efficiency registers be maintained. It says: "The actual relative standing of the employees, as determined by the Secretary, must be made as provided for in this paragraph, and it should be noted that when a registrant's service during a six months' period has fixed his relative standing on the register this standing can only be forfeited during the succeeding six months' period because of breach of discipline, neglect of duty, or a falling off in efficiency." The Secretary is expressly forth to consider recommendations for promotions involving deviations from the register; in fact, he will approve such recommendations only after the most careful consideration of existing conditions, and then only with the concurrence of the Bureau Efficiency Committee. In all cases, the reasons submitted to the Secretary for a deviation from the register must be substantial and convincing.

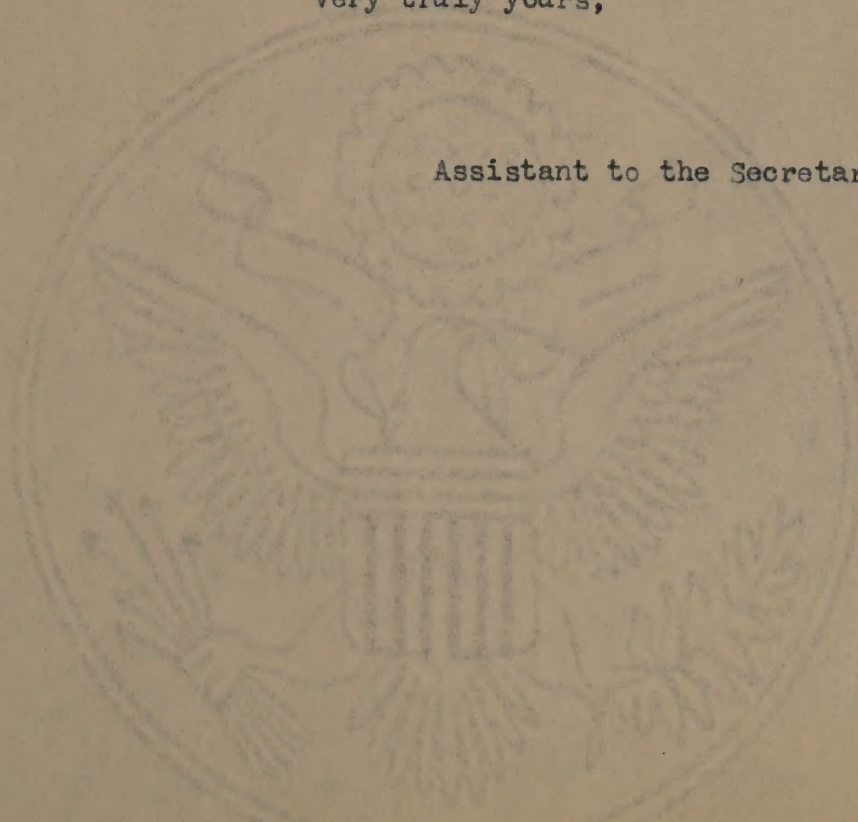
Promotions made from Lower Grades.

Paragraph 39 of the regulations requires the filling of vacancies in clerical positions by the promotion, based on standing on the register, of clerks of lower grade. While ~~it is appreciated that the~~ filling of such vacancies by original appointment, transfer, or reinstatement may in some respects be desirable, it must be remembered that advancement on the statutory roll ^{usually is not rapid} ~~is a slow process at best~~ and that employees thereon in the lower grades ^{are} ~~are~~, if efficient, entitled to first consideration. Hence the rule.

It is the ~~specific~~ desire of the Secretary that every administrative officer of the department intimately familiarize himself with the provisions of Paragraph 3 and Paragraphs 32 to 40, inclusive, of the Administrative Regulations in order that promotions of clerical and sub-clerical employees may in every instance be accomplished with entire equity.

Very truly yours,

Assistant to the Secretary.



Promotions made from lower grades.

Paragraph 7 of the regulations requires the filling of vacant-
cies in clerical positions by the promotion, based on standing on the
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filling of such vacancies by original appointment, transfer, or rein-
statement may in some respects be desirable, it must be remembered that
advancement on the statutory roll is a ~~slow process~~ ^{process} and that
employees thereon in the lower grades are, if efficient, entitled to
first consideration. Hence the rule.

It is the ~~express~~ desire of the Secretary that every adminis-
trative officer of the department intimately familiarize himself with
the provisions of Paragraph 5 and Paragraphs 32 to 40, inclusive, of the
Administrative Regulations in order that promotions of clerical and sub-
clerical employees may in every instance be accomplished with entire
equity.

Very truly yours,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

CIRCULAR NO....

Efficiency Ratings and their Relationship to the
Promotion of Clerical and Subclerical Employees.

The Secretary, appreciating the relative infrequency of opportunities to promote deserving clerical and subclerical employees by reason of the restrictions imposed by inelastic statutory rolls, has instructed me to emphasize to all administrative officers the importance of creating efficiency registers under the Administrative Regulations which shall represent with entire accuracy the comparative merits of the employees whose names appear thereon. Obviously the Secretary is not in a position to give proper consideration to recommendations for promotion submitted to him for approval except in so far as he can rely upon the fairness and impartiality of the efficiency registers filed by the bureaus in his office. It is therefore the purpose of this circular to discuss at some length the system under which the promotion of clerical and subclerical employees is now accomplished, to the end that administrative officers may be properly impressed with their responsibility in the premises and govern themselves accordingly.

The foundation of promotion procedure is the efficiency report wherein the character of the work upon which the individual employee is engaged is indicated and the manner in which he has performed his work during the preceding six months is summarized and made available for consideration by the bureau committee on

Efficiency Reports

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

CIRCULAR NO.

Efficiency Rating and their relationship to the
Promotion of Clerical and Agricultural Employees.

The Secretary, appreciating the relative importance of op-
portunities to promote deserving clerical and agricultural employees
by reason of the restrictions imposed by existing statutory rules,
has instructed me to emphasize to all administrative officers the
importance of creating efficiency ratings under the Administra-
tive Regulations which shall represent, with entire accuracy, the
merit of the work of the employees whose names appear thereon.
Obviously the Secretary is not in a position to give proper con-
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sponsibility in the process and govern themselves accordingly.
The foundation of promotion procedure is the efficiency
report wherein the character of the work upon which the individual
employee is engaged is indicated and the manner in which he has
performed his work during the preceding year is summarized
and made available for consideration by the various committees on

efficiency. The regulations prescribe that these reports be made by the persons having immediate supervision of each employee, and that these reports shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising employee making them. (While the prescribed basis of marking is "Excellent," "Good," "Fair," and "Poor," these general terms represent definite percentages of absolute efficiency, as indicated in Paragraph 34 of the Administrative Regulations. Supervising officials should bear this in mind, and should not hesitate to add percentage figures to the general terms wherever necessary to express minor differences of standing of employees properly falling under the same general class. This suggestion should be followed to a much greater extent than obtains at present. The general rating of the employee should be in accord with the elements or factors listed in the efficiency reports as entering into an employee's efficiency. There seems to be a tendency at times on the part of marking officers to fix the general rating without due consideration of the contributing elements and to be unduly generous in doing so. This is a fault which should be corrected. A general rating of "Excellent" or "Good" vests in the employee the right to consideration for promotion when vacancies occur. A general rating of "Fair" merely entitles him to continue in his present grade. A general rating of "Poor" indicates that the employee is not earning the salary he is receiving and that consideration of his demotion or removal is in order.

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Efficiency Committee

The individual efficiency reports receive consideration by the bureau efficiency committees provided for by Paragraph 32 of the Administrative Regulations. These regulations attempt to eliminate personal bias and partiality by providing for changes in membership in each committee twice annually and by excluding from further membership for the period of at least one year administrative officers who have formerly held positions on such committees. Bureau committees, in their consideration of efficiency reports should not forget that these reports, as submitted to them, are not always strictly comparable because of the widely varying personalities of the supervising officers who prepare them. Committee members should therefore acquaint themselves with the ^{*general attitude*} ~~idiosyncrasies~~ of marking officers, so far as it is practicable to do so. Neither is the duty of the bureau committee discharged by consideration, however careful, of the individual reports. All other pertinent facts should also be taken into account, as indicated in Paragraph 32 of the regulations. The determination of such facts is left to the bureau committees without restriction; but as a suggestion, by way of example, it may be stated that in at least one of the bureaus the committee has seen fit to communicate with the employees subject to registration by means of a confidential questionnaire submitted by the committee direct to the employees and returned by the employees direct to the committee. In the instance cited, the committee found that the results were distinctly helpful to it in arriving at just

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determinations.

Care in Selection of Eff. Comm.
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This should be modified or cut out OK

Employer as notified of inefficiency

(the manner in which)

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to improve his efficiency within the succeeding six months will bring up for consideration the question of his demotion in or dismissal from the department. This notice clears the way for action, in strict conformity with the regulations of the Civil Service Commission, for the elimination of employees whose retention in the service distinctly lowers the efficiency of the organization.

Paragraph 37 of the regulations prescribes the dates upon which the efficiency registers must be on file in the office of the Secretary and the periods during which such registers shall be in force and effect to govern promotions, as provided for in Paragraph 38. The latter paragraph indicates how important it is that efficiency registers evidence accurately the actual relative standing of the employees registered. Promotions must be made as provided for in this paragraph, and it should be noted that when a registrant's service during a six months' period has fixed his relative standing on the register this standing can only be forfeited during the succeeding six months' period because of breach of discipline, neglect of duty, or a falling off in efficiency. The Secretary is extremely loath to consider recommendations for promotions involving deviations from the register; in fact, he will approve such recommendations only after the most careful consideration of existing conditions, and then only with the concurrence of the bureau efficiency committee. In a word, the reasons submitted to the Secretary for a deviation from the register must be substantial and convincing.

Registers Govern Promotions

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have seen here to
make for new
act which did
not exist when
register was made

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Promotion from Lower Grades.

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It is the specific desire of the Secretary that every administrative officer of the department intimately familiarize himself with the provisions of Paragraph 3 and Paragraphs 32 to 40, inclusive, of the Administrative Regulations in order that promotions of clerical and subclerical employees may in every instance be accomplished with entire equity.

Very truly yours,

Assistant to the Secretary.

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Very truly yours,

Assistant to the Secretary.

Ashley asks you to loose
this over. He has written
a good memo. but I fear
it is too long, and is a
little too "preachy". Perhaps
if you called specific attention
to paragraphs relating to office
system of Dept and advised that
they be studied ^{carefully} by all officials
concerned, the memo would be
more easily digested and the
same end accomplished.

H. J. S.

[Faint, illegible handwritten text, likely bleed-through from the reverse side of the page.]

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

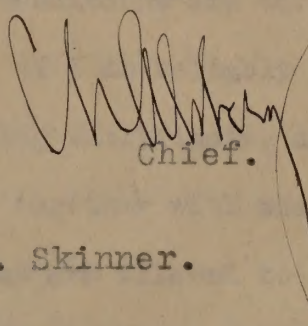
MAR -8 1919

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

I beg to transmit to you herewith for the information of the Secretary a memorandum addressed to me by Mr. W. W. Skinner on the occasion of his retiring from the Bureau's committee to establish the efficiency register of employees. The memorandum, I think, is one of the most useful that has come over my desk in some time and gives an indication of the conscientiousness of the Bureau's committee. It contains a number of suggestions which appear to me to be most excellent and which we will probably put into practice in the Bureau. Many of the remarks and suggestions made by Mr. Skinner are, however, of pretty general applicability and it is for that reason that I am transmitting the memorandum to the Secretary.

Respectfully,


Chief.

Attached:

Memo. of 2/20/19 from Mr. Skinner.

// P.S. When this memorandum has served your purpose, kindly return it for our files.

1

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,

WASHINGTON, D. C.

IN REPLY REFER TO

February 20, 1919.

are recognized, however, and the light is turned on, then if
Subject: Suggestions regarding efficiency ratings.

To: DOCTOR ALSBERG:

recurrence may be prevented. And if the alleged grievances are
unfair. As a member of the committee to establish the efficiency
register of employes of the Bureau on the statutory roll for the year
1918, I gave much thought to the subject of Bureau efficiency and made
a somewhat careful analysis of the situation existing in the Bureau
as it concerned the clerical employes, and as the retiring member of
the committee, it seemed to me advisable (and I hope it may be followed
by others in the future) that the Bureau should have a record of cer-
tain facts which have come to my attention and some deductions based
upon them, for the information of you and other administrative officers
of the Bureau, and also for the consideration and guidance, perhaps,
of future members of the committee.

down for Conditions in the Bureau are, and have been for some time un-
satisfactory to such an extent that I suspect that the efficiency of
the organization is not up to the standard at which it should be main-
tained. This does not mean that conditions are worse, perhaps, than in
other Bureaus; indeed not so bad, if I am reliably informed. Where,
however, conditions exist, permitting faultfinding and criticism, of al-
leged injustice, fancied or real, together with suspicions of unfairness
and discrimination, and these ideas are allowed to ferment and grow, sup-
pressed and in the dark, they become sinister and dangerous, affecting
the morale of the whole organization. If these conditions

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY

WASHINGTON, D. C.

February 20, 1913.

IN REPLY REFER TO

Subject: Suggestions regarding efficiency ratings.

To: DOCTOR ALBERT

As a member of the committee to establish the efficiency
register of employees of the Bureau on the statutory roll for the year
1912, I gave much thought to the subject of Bureau efficiency and made
a somewhat careful analysis of the situation existing in the Bureau
as it concerned the clerical employees, and as the retiring member of
the committee, it seemed to me advisable (and I hope it may be followed
by others in the future) that the Bureau should have a record of cer-
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upon them, for the information of you and other administrative officers
of the Bureau, and also for the consideration and guidance, perhaps,
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and discrimination, and these ideas are allowed to ferment and grow, sup-
pressed and in the dark they become sinister and dangerous, affecting
the morale of the whole organization. If these conditions

(Doctor Alsberg)

are recognized, however, and the light is turned on, then if grievances are just remedial measures may be taken or at least their recurrence may be prevented. And if the alleged grievances are unfair, then steps may be taken to anticipate and check their unwarranted development.

A certain amount of disappointment is always to be anticipated where it is, perhaps, impossible to satisfy the ambitions of individuals without sacrificing the best interests of the Bureau. However, there should be no place in the organization for the individual who translates hope deferred into personal antagonism and pessimism.

When I became a member of the committee last year, I was fully aware of the flare-up which occurs after the announcement of promotions each year which seethes for a while and then simmers down for about five months to again exhibit a period of more or less violent eruption. I was interested to find out, if possible, the extent to which the committee on efficiency (which has been generally the target for the sharp darts of criticism,) was really responsible, and if mistakes had been made by the committee, how to correct them or at least to avoid repeating the error. And if the committee were not responsible for the alleged grievances, this fact I hoped could be made clear.

Paragraph 20 of the Administrative Regulations reads as follows:

(Doctor Alaberg)

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if the committee were not responsible for the alleged grievances,
this fact I hoped could be made clear.

Paragraph 30 of the Administrative Regulations reads

as follows:

(Doctor Alsberg).

"20. Committee on Efficiency.- There shall be a committee on efficiency in each bureau, division, and office, appointed by the Secretary or Acting Secretary, consisting of not more than three members, to consider the semi-annual efficiency reports, and other pertinent facts, and determine the relative standing of employees."

I do not wish it to appear that I am criticizing former committees on efficiency, but it has seemed to me that for the efficiency committee to consider only efficiency reports submitted by persons in charge of laboratories and offices was to consider the matter too largely from an ex parte standpoint and has in it an element leading, perhaps, to injustice. It had come to my attention that personal prejudice had perhaps influenced certain ratings and unless some member of the committee were personally aware of it, a proper rating of the relative worth of the individual to the Bureau could not be had; You will note from the regulation quoted that the committee on efficiency is charged with the consideration not only of a semi-annual efficiency report, but "with other pertinent facts." By this authority, after a thorough discussion the committee decided to secure from the individual a statement of his or her idea of the value of his or her services to the Bureau, as well as their idea of their own ability to supplement the efficiency ratings given by the supervising officer. The committee, therefore, in 1917 issued a confidential questionnaire, copy of which is attached. It was issued by the committee under the authority quoted in paragraph 20, since we desired a voluntary expression of opinion,

(Doctor Alsborg).

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(Doctor Alsberg).

whereas had it been issued from the Office of the Chief of the Bureau, it would have been considered mandatory. This would have lessened its value, if not partly defeated the purpose. The results were, on the whole, very gratifying. The committee obtained a large amount of valuable and useful information. It is not in harmony with the idea of this report to attempt an analysis in any detail of the reactions to the inquiry. It has been, however, an interesting experiment in psychology. A few saw in the inquiry a sinister purpose to "tab up" or "clock" the individual; a few saw an opportunity to criticize their superiors, but the large majority of replies evidenced a distinct effort to assist the committee in efficiently handling its job on efficiency. In passing, however, I may say that it was very significant to me to note that some of those who did not answer the questionnaire and thereby failed to take advantage of the opportunity to advise the committee of their own idea of their worth to the Bureau, have been some of the most outspoken in their criticism of the committee and the system as it exists. The Bureau consider the elements of efficiency,

consequently Supplementing the questionnaire of the previous semi-annual period, at my suggestion the committee in November announced its intention to hear any person with a grievance and did do so. The committee also asked for a conference with numerous people representing both those in Washington and in the field service whom the committee considered, because of long service in the Bureau or because of the position occupied, were able to speak of

(Doctor Albery).

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(Doctor Alsberg). It does not make promotions. It does not select conditions and intelligently interpret cause and effect as they apply to these conditions.

Analyzing the criticisms, both friendly and fanciful, and divesting them in so far as possible of imagination and prejudice, we were able to discern what seemed to be several fundamental things:

First (1). The employees do not clearly understand the functions of the committee on efficiency, nor do they observe a clearly defined distinction between the duties of the committee and the duties of the administrative officers of the Bureau.

Second (2). Some supervising officials do not have a clear understanding of the administrative regulations governing efficiency ratings of employees.

Third (3). There has been, and is, a well defined opinion that discrimination has occurred in the promotion of women employees to their disadvantage.

Fourth (4). There is no clear idea of what the administrative officers of the Bureau consider the elements of efficiency; consequently, there is no well defined goal for the employees to attain.

To keep this report within reasonable limits permits me to consider only very briefly each of these points.

First, in regard to the functions of the committee as distinct from the functions of administration: First, in regard to the functions of the committee as distinct from the functions of administration: which must be obtained in order to be promoted; did not know that "employees receiving the rating

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First, in regard to the functions of the committee as

distinct from the functions of administration:

(Doctor Alsberg).

The committee does not make promotions. It does not select specific persons for specific positions. It does not decide whether men or women are better qualified for particular positions, either as originally appointed in the Bureau or to changes made within the organization. These are all administrative functions and any alleged error or fancied favoritism in the exercise of them should be charged to the administration of the Bureau and not to the committee on efficiency. The function of the committee is to establish a relative rating of merit which does, of course, indirectly affect the promotions within a grade or from one grade to another. The relative feature of the rating is not understood by employees of the Bureau except in a very vague manner. This is partly due, I believe, to the uncertainty as to what the Bureau considers efficiency, which will be referred to later under heading 4. I believe much could be done to clear up the misunderstanding by a clearly defined statement from the Office of the Chief of the Bureau of the functions of the committee as distinct from the functions of the administrative officers.

Second. The committee has been astonished at the lack of knowledge on the part of some supervising officers regarding the import of efficiency ratings. Some have admitted to the committee that they had never carefully read the administrative regulations governing the matter; did not know that a mark of "excellent" was 96 to 100 per cent; "good" 85 to 95 per cent; "fair" 70 to 84 per cent; "poor" below 70 per cent; did not know the regulations provide that "good shall be the minimum rating . . which must be obtained . . in order to be promoted"; did not know that "employees receiving the rating

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(Doctor Alsberg).

of poor . . should (after notice) be recommended for dismissal for inefficiency". Yet proper action by the committee on efficiency in establishing the register is largely dependent upon the intelligent and conscientious preparation of the semi-annual efficiency reports. It is interesting to know that some of these supervisors who displayed this ignorance of the regulations have been among the sharp critics of the committee on efficiency and the system as at present constituted. I am of the opinion that the administrative officers of the Bureau should take effective means of directing the attention of members who may prepare efficiency reports to the importance of these matters as it affects the morale of the whole Bureau.

To item 3, the alleged discrimination against the women employes of the Bureau, I have given considerable thought, because in the final analysis of the statements of most of those who came to the committee with a grievance it was generally based upon either this alleged discrimination or to a failure by the committee to recognize length of service as the controlling factor in preparing the efficiency rating. I felt that if there had been, or was now, discrimination either by the committee or by the Bureau officials, it ought to be capable of proof or dis-proof from the records of the Bureau. I therefore made an analysis of the efficiency registers since 1912 to June 1918. I did not go back of this date because our present system of registers began then and because the administration of the Bureau by you commenced at that time. The first register in 1913, therefore, fairly represents the conditions in the Bureau prior to

(Doctor Alaberg).

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(Doctor Alsberg).

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Table II.

Percentage increase (+) or decrease (-) in the several clerical grades June 1913 compared with June 1918.

	\$1800.	\$1600.	\$1400.	\$12000	\$1000.	\$900.
Males	-16-2/3	+25	+150	+15 1/2	+10.0	-66
Females	+50	+40	-30	+34	-6.0	-55 1/2

It is observed that the percentage increase for the highest two grades for the period is very markedly in favor of females. These grades have been attained by promotion only and not by original appointment in a single instance.

A reference to Table I shows that during the period 1915 to 1917 there were relatively more original appointments of male than female employees and this accounts for the wide variation in the \$1400 grade caused by promotions from the lower grade. In December 1916, prior to war conditions, there were in the \$1200 grade twenty-

(Doctor Albery).

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Percentage increase (+) or decrease (-) in the several clerical grades June 1918 compared with June 1916.

	\$1800.	\$1600.	\$1400.	\$1200.	\$1000.	\$800.
Males	-16-2/3 425	4150	415 1/2	40.0	-66	
Females	440	-30	484	-6.0	-55 1/2	

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(Doctor Alsberg).

six males and fourteen females, but the pendulum has swung the other way, partly due to the war conditions, for in June 1918 there were twenty-three males and forty-four females in this grade which is now the entrance grade. by well defined determinative methods. Under such conditions Attached as Table III is a tabulation prepared by Mr. Postle, from which it is noted that of the 148 clerical employees enrolled February 1, 1919, 45 are men with a total salary of \$63810.60 and 103 are women with a total salary of \$125914.55.

I think these tables clearly refute the charge of discrimination against women as a class, so far as promotions within the Bureau are concerned, and it may be dismissed as a fancy which is contrary to fact.

Fourth. There appears to be no clearly defined idea of what the Bureau considers efficiency. That there is need for such information is clearly shown by the earnestly expressed desire for the Bureau, for the benefit of its employees on the statutory roll, it by numerous people who answered the questionnaire. The three primary elements, the big "I's" of efficiency, namely, Intelligence, differentiate its functions from those of the administrative efficiency and Initiative, are not, I believe, very clearly defined

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far as I am aware, adopted any specific plan for effectively bringing officials the necessity of a conscientious and intelligent performance of the duty of preparing semi-annual efficiency reports of their actual and relative importance to the attention of the clerical force; nor is the importance of the secondary elements of efficiency, namely, Personality, Physical condition, Loyalty, etc., clearly understood or appreciated

Third. That the administrative officials of the Bureau responsible for the annual expenditure of about \$190,000 for clerical work consider the adoption of some definite plan for measuring the

(Doctor Alsborg).

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(Doctor Alsberg).

The Bureau does somehow arrive at the relative worth of individuals who come into and are made a part of the organization, but I believe it is rather the result of haphazard conclusions based upon contact of individuals and not by well defined determinative methods. Under such conditions personality is likely to be given an undue weight in determining the efficiency rating; under such conditions geniality is a passport which opens the door of opportunity to a great deal of mediocrity, and which inevitably leads to discontent and discord, consequently lowering the efficiency of the organization as a whole.

Summary.

In conclusion I should like to record certain suggestions for consideration.

First. Supplementing the memorandum of Mr. Linton while Chief Clerk, under date of March 14, 1918, it is suggested that the Bureau, for the benefit of its employes on the statutory roll, more clearly define the functions of the efficiency committee and differentiate its functions from those of the administrative officers of the Bureau.

Second. That steps be taken to impress upon supervising officials the necessity of a conscientious and intelligent performance of the duty of preparing semi-annual efficiency reports of persons working under their directions.

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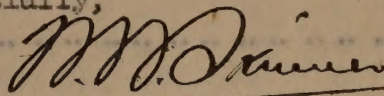
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(Doctor Alsberg).

intelligence capacity of its employees, the results to be considered as the basis for promotion. I believe such a scheme can be formulated which will materially increase the ultimate efficiency of the organization. This will put the Bureau in an advanced position among government organizations in respect to the handling of this very important matter.

Respectfully,



W. W. SKINNER,

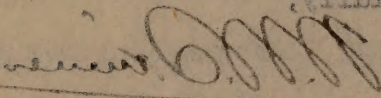
Member of the
Committee on Efficiency, 1918.

Attached:
2 tables.
Copy questionnaire.

(Doctor Alaberg).

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Respectfully,



W. W. SKINNER

Member of the
Committee on Efficiency, 1918.

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Copy questionnaire.

Table I.

		1800		1600		1400		1200		1000		900	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
July	1913	6	2	4	5	4	10	9	10	9	16	12	9
December	1913	6	2	4	6	3	10	9	11	10	14	14	10
June	1914	7	2	5	6	4	10	7	11	9	15	14	11
December	1914	6	2	5	6	4	10	8	13	14	13	17	12
June	1915	5	3	6	5	4	10	9	13	13	13	14	13
December	1915	5	3	6	5	5	9	11	13	15	11	21	14
June	1916	5	3	6	5	8	8	20	14	15	13	19	7
December	1916	5	3	6	5	9	8	26	14	12	15	17	8
June	1917	5	3	6	5	7	8	30	16	10	17	11	9
December	1917	3	3	5	6	7	8	27	34	11	17	2	4
June	1918	5	3	5	7	10	7	23	44	9	15	4	4

In Washington:

Men - - - 29
Women - - - 37
66

Out of Washington:

Men - - - 18
Women - - - 46
64

All Clerks:

Men - - - 45
Women - - - 103
148

Average salary for men:

23

Average salary for all clerks:

44

As of February 1, 1918.

Included positions:

4

4

June	1818	2	3	2	4	10	4	33	44	3	12	4	4
December	1817	3	3	2	6	4	3	31	34	11	11	3	4
June	1817	2	3	2	2	4	8	30	16	10	11	11	3
December	1816	2	3	2	2	3	8	36	14	13	12	11	8
June	1816	2	3	2	2	8	8	30	14	12	12	13	1
December	1815	2	3	2	2	2	3	11	12	12	11	31	14
June	1815	2	3	2	2	4	10	3	13	13	13	14	13
December	1814	2	3	2	2	4	10	8	13	14	13	11	13
June	1814	2	3	2	2	4	10	1	11	3	12	14	11
December	1813	2	3	2	2	4	10	3	10	10	14	10	3

Rate 1800

Rate 1800

Table I.

Rate 1400

Rate 1300

Rate 1000

Rate 300

THIS IS CONFIDENTIAL INFORMATION.

Table III.

CLERKS IN THE BUREAU OF CHEMISTRY.

In Washington:

1. Office of Laboratory where employed.	Men - - - 29	Percentage of total clerks -	19✓
	Women - - - 57	" # " "	39✓
	86	" " " "	58✓

3. Give education and qualifications.

4. What experience had you before entering this Bureau?

Out of Washington:

5. What was the largest compensation you received before entering the Bureau?	Men - - - 16	" " " "	11✓
	Women - - - 46	" " " "	31✓
	62	" " " "	42✓

7. Do you find overtime necessary and if so, how much?

8. All Clerks: Do you consider your present position should pay as compared with similar services in commercial life?

	Men - - - 45	" " " "	30✓
9. What do you consider the commercial value of a clerk of your qualifications?	Women - - - 103	" " " "	70
	148		

10. Are you better qualified for routine work or for administrative work? Give reasons.

11. Are you satisfied with your position? Give reasons. Do

Average salary for men in Washington, - - - \$1,433.80 per
 " " " " women in Washington, - - - 1,257.15
 " " " " men out of Washington, - - - 1,389.40

12. Have you any "women out of Washington, - - - 1,179.50
 Average salary for all clerks, - - - 1,281.90
 them.

13. Have you any suggestions for increasing your own efficiency in your present position?

14. As of February 1, 1919, do you do to assist in promoting your efficiency?

15. What do you do after office hours to increase your efficiency?
 \$2000 positions included in the above tabulation.

16. Have you any suggestions for aiding the Efficiency Committee to determine the relative value of the services of employees of this Bureau? If so, please state them.

Table III.

CLERKS IN THE BUREAU OF CHEMISTRY.

In Washington:

Men	-	-	-	39	Percentage of total clerks - 19
Women	-	-	-	57	" " " "
				86	" " " "
				39	" " " "
				28	" " " "

Out of Washington:

Men	-	-	-	18	" " " "
Women	-	-	-	45	" " " "
				63	" " " "
				31	" " " "
				43	" " " "

All Clerks:

Men	-	-	-	48	" " " "
Women	-	-	-	103	" " " "
				148	" " " "
				30	" " " "
				80	" " " "

Average salary for men in Washington,	-	-	-	-	\$1,433.80
" " " women in Washington,	-	-	-	-	1,327.15
" " " men out of Washington,	-	-	-	-	1,383.40
" " " women out of Washington,	-	-	-	-	1,179.50
Average salary for all clerks,	-	-	-	-	1,281.30

As of February 1, 1919.

\$2000 positions included in the above tabulation.

THIS IS CONFIDENTIAL INFORMATION.

QUESTIONNAIRE FOR CLERKS.

1. Name in full.
2. Office or laboratory where employed.
3. Give education and qualifications.
4. What experience had you before entering this Bureau?
5. What was the largest compensation you received before entering the Bureau?
6. Describe in some detail the duties you perform.
7. Do you find overtime necessary and if so, how much?
8. What do you consider your present position should pay as compared with similar services in commercial life?
9. What do you consider the commercial value of a clerk of your qualifications?
10. Are you better qualified for routine work or for administrative work? Give reasons.
11. Are you satisfied with your position? Give reasons. Do you consider yourself better qualified for another position in the Bureau? If so, what?
12. Have you any suggestions for improving the clerical work in your present position? If so, please briefly summarize them.
13. Have you any suggestions for increasing your own efficiency in your present position?
14. What can the Bureau do to assist in promoting your efficiency?
15. What do you do after office hours to increase your efficiency?
16. Have you any suggestions for aiding the Efficiency Committee to determine the relative value of the services of employees of this Bureau? If so, please state them.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

May 15, 1919.

CIRCULAR No. 37

Amendment to Civil Service Rules Regarding Reinstatements.

(Superseding Circular No. 31.)

Attention is directed to the Executive Order of April 16, 1919, reading as follows:

"Section 1, Civil Service Rule IX, is amended to read as follows:

"1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated subject to the following limitations:

"(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent government establishment from which separated and upon requisition made within one year from the date of his separation.

"(b) A person who served in the Civil War or the War with Spain and was honorably discharged or his widow or an army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If hereafter separated, reinstatement may be made within five years from the date of separation.

"(c) A soldier, sailor, marine, or army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable discharge from the military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.

"(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of termination of her husband's military service by death or honorable discharge.

"(e) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

"Section 2 of Rule IX remains unchanged.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 15, 1919.

MOG.

CIRCULAR NO. 27

Amendment to Civil Service Rules Regarding Reinstatement.

(Superseding Circular No. 21.)

Attention is directed to the Executive Order of April 16,

1917, reading as follows:

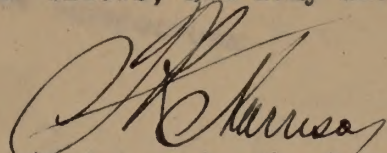
Section 1, Civil Service Rule IX, is amended to read as follows:

- "1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or by appointment in the executive civil service may be reinstated subject to the following limitations:
- "(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent government establishment from which separated and upon condition made within one year from the date of his separation.
- "(b) A person who served in the Civil War or the War with Spain and was honorably discharged or his widow or an army nurse or other war, separated hereafter from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If separated, reinstatement may be made within five years from the date of separation.
- "(c) A soldier, sailor, marine, or army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable discharge from the military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.
- "(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of termination of her husband's military service by death or honorable discharge.
- "(e) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Section 2 of Rule II remains unchanged.

"The Executive Order of July 18, 1918, providing for the reinstatement of government employees who left the classified civil service to enter the military or naval service during the War with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX (erroneously referred to as Rule XI) are hereby revoked.

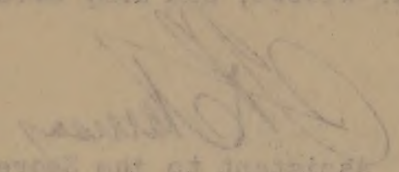
"This Executive Order is recommended by the Civil Service Commission to harmonize and consolidate provisions relating to the reinstatement of veterans, their widows, and army nurses."



Assistant to the Secretary.

The Executive Order of July 16, 1916, providing for the
reimbursement of Government employees who left the classified
civil service to enter the military or naval service during
the war with Germany, and the Executive Order of February 7,
1919, extending section 1 of civil service until it (necessarily)
terminated as this act is hereby repealed.

This Executive Order is recommended by the Civil Service
Commission to authorize and consolidate provisions relating to
the reimbursement of veterans, their widows, and army nurses.


Assistant to the Secretary

OFFICE OF THE SECRETARY OF AGRICULTURE

Circular No 35

Amendment to Civil Service
Rules Regarding Reinstatements
(Superseding Circular No. 31)

Attention is directed
to the Executive Order
of April 16, 1919, reading
as follows:

December 31

(Supplementary Census No. 31)

Attention is directed
to the Executive Order
of April 16, 1910, reading
as follows:

UNITED STATES CIVIL SERVICE COMMISSION,
EXECUTIVE ORDER

Washington, D. C.

Section 1, Civil Service Rule IX, is amended to read as follows:
May 15, 1919.

1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated subject to the following limitations:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent government establishment from which separated and upon requisition made within one year from the date of his separation.

The Secretary of Agriculture. in the Civil War or the War with Spain and was honorably discharged or his widow or an army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment.

Sir: The Commission has the honor to enclose herewith copies hereafter separated, reinstatement may be made within five years from the of an Executive Order promulgated April 16, 1919, amending

(c) A soldier, sailor, marine, or army nurse of the War with Civil Service Rule IX, relating to reinstatements. service may be reinstated in any part of the competitive classified service within five By direction of the Commission: discharge from the military service if he was the required fitness to perform the duties of the position to which his reinstatement is made.

(d) The widow of a veteran of the War with Germany formerly in the competitive classified service, the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of termination of her husband's military service by Enc. 248. or honorable discharge.

(e) A person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Section 2 of Rule IX remains unchanged.

The Executive Order of July 18, 1918, providing for the reinstatement of government employees who left the classified civil service to enter the military or naval service during the War with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX (erroneously referred to as Rule XI) are hereby revoked.

This Executive Order is recommended by the Civil Service Commission to amend and consolidate provisions relating to the reinstatement of veterans, their widows, and army nurses.

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C.

May 12, 1919.

The Honorable

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose herewith copies

of an Executive Order promulgated April 16, 1919, amending

Civil Service Rule IX, relating to reinstatements.

By direction of the Commission:

Very respectfully,

Martin A. Morrison,

President.

Enc. 248.

EXECUTIVE ORDER

Section 1, Civil Service Rule IX, is amended to read as follows:

1. A person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated subject to the following limitations:

(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent government establishment from which separated and upon requisition made within one year from the date of his separation.

(b) A person who served in the Civil War or the War with Spain and was honorably discharged or his widow or an army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If hereafter separated, reinstatement may be made within five years from the date of separation.

(c) A soldier, sailor, marine, or army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable discharge from the military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.

(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of termination of her husband's military service by death or honorable discharge.

(e) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Section 2 of Rule IX remains unchanged.

The Executive Order of July 18, 1918, providing for the reinstatement of government employees who left the classified civil service to enter the military or naval service during the War with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX (erroneously referred to as Rule XI) are hereby revoked.

This Executive Order is recommended by the Civil Service Commission to harmonize and consolidate provisions relating to the reinstatement of veterans, their widows, and army nurses.

Woodrow Wilson

The White House,

16 April, 1919.

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5/23

Mr. Gladman

I think the
Attached Circular covers
point raised by you.
This Circular (37)
was prepared May 15
but Publications was
unable to get it
out on acct of
rush work.

GP

OFFICE OF
THE SECRETARY OF AGRICULTURE.

REFERRED TO

FOR—

Approval	Initials
Attention	Memorandum
Comment	Note and file
Consideration	Note and return
Correction	Recommendation
Investigation	Rush

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE APPOINTMENT CLERK,
WASHINGTON, D. C.

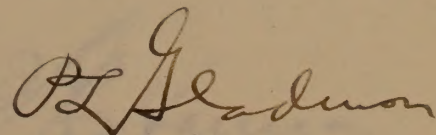
May 22, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Your attention is invited to the attached copy of an Executive Order issued by the President on April 16, revoking the Executive Order of July 18, 1918, providing for the reinstatement of government employees who left the Civil Service to enter the military or naval service, during the war with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX. As this order conflicts with circulars #25 and #31, issued by the Office of the Secretary, on the subject of reinstatements, it seems to me that they should be revoked. In any event I think the Executive Order of April 16 should be brought to the attention of the various bureaus of the Department. In case you think this course desirable, I have drafted a copy of a circular for your signature.

Very truly yours,



Appointment Clerk.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

May 22, 1919.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

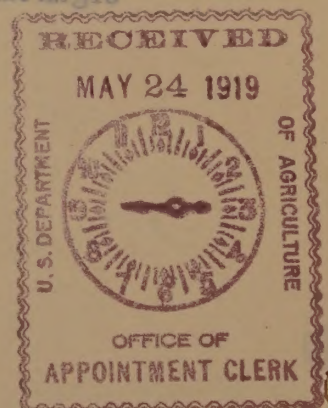
Your attention is invited to the attached copy of an Executive Order issued by the President on April 16, revoking the Executive Order of July 18, 1918, providing for the reinstatement of Government employees who left the Civil Service to enter the military or naval service, during the war with Germany, and the Executive Order of February 7, 1919, amending section 1 of Civil Service Rule IX. As this order conflicts with circulars #25 and #31, issued by the Office of the Secretary, on the subject of reinstatements, it seems to me that they should be revoked. In any event I think the Executive Order of April 16 should be brought to the attention of the various bureaus of the Department. In case you think this course desirable, I have drafted a copy of a circular for your

signature.

Very truly yours,



Appointment Clerk.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

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May 22, 1919.

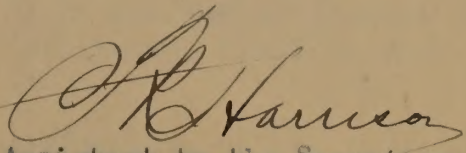
CIRCULAR NO. 38

Preference to Honorably Discharged Soldiers, Sailors, and
Marines, and Widows of Such in Civil Appointments.

The attention of Administrative Officers generally is directed
to section 6 of the Census Act of March 3, 1919, which reads as fol-
lows:

"That hereafter in making appointments to clerical
and other positions in the executive departments and in
independent governmental establishments preference shall
be given to honorably discharged soldiers, sailors, and
marines, and widows of such, if they are qualified to
hold such positions."

The Secretary desires that the spirit and purpose of this provision
shall be fully carried out in the Department of Agriculture and that
every consideration shall be given to the classes of persons named
therein in making appointments to clerical and other positions. If
the names of discharged soldiers, sailors, or marines, or the widows of
any of these, appear on a certificate, and some other person on the
certificate is recommended for appointment, the recommendation should
indicate clearly the reasons why their names are passed over.


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 22, 1918.

CIRCULAR NO. 52

Preference to Honorably Discharged Soldiers, Sailors, and
Marines, and Widows of Such in Civil Appointments.

The attention of Administrative Officers generally is directed

to section 6 of the General Act of March 3, 1918, which reads as fol-

low:

"That hereafter in making appointments to clerical
and other positions in the executive departments and in
independent governmental establishments preference shall
be given to honorably discharged soldiers, sailors, and
marines, and widows of such, if they are qualified to
hold such positions."

The Secretary desires that the spirit and purpose of this provision

shall be fully carried out in the Department of Agriculture and that

every consideration shall be given to the claims of persons named

therein in making appointments to clerical and other positions. If

the names of discharged soldiers, sailors, or marines, or the widows of

any of these, appear on a certificate, and some other person on the

certificate is recommended for appointment, the recommendation should

indicate clearly the reasons why their names are passed over.


Assistant to the Secretary.

1654
OFFICE OF THE SECRETARY OF AGRICULTURE

SG.

May 20, 1919.

Mr. Harrison:

The attached is a draft
for consideration in connection
with the preference in civil
appointments to be given to sol-
diers, sailors, and their widows.

OK

OFFICE OF THE SECRETARY OF AGRICULTURE

May 20, 1919

Mr. Harrison:

The attached is a draft
for consideration in connection
with the preference in civil
appointments to be given to
deaf, sailors, and their widows.

OK

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

May 20, 1919.

CIRCULAR No. _____

Preference to Honorably Discharged Soldiers, Sailors,
Marines, and Widows of such in Civil Appointments.

Section 6 of the Census Act of March 3, 1919, provides:

"That hereafter in making appointments to clerical and other positions in the executive departments and in independent governmental establishments preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, if they are qualified to hold such positions."

In making selections of eligibles from Civil Service certificates it is the Secretary's wish that every consideration be given ^{to honorably discharged} returning soldiers and sailors. Especially should every opportunity for employment be given ^{to} men who have been disabled in the defense of our institutions, ^{when they are able to perform the duties of the position for which certified.} Should it become necessary to pass over the names of any in the preferential classes enumerated above, the record should be clear and convincing in each case.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 19, 1911.

612.

CIRCULAR NO. _____

Preference to Honorably Discharged Soldiers, Sailors,
Marines, and Widows of such in Civil Employment.

Section 6 of the Census Act of March 3, 1911, provides:

"That hereafter in making appointments to clerical
and other positions in the executive departments and in
independent governmental establishments preference shall
be given to honorably discharged soldiers, sailors, and
marines, and widows of such, if they are qualified to
hold such positions."

In making selections of eligibles from Civil Service certificates

it is the Secretary's wish that every consideration be given to

soldiers and sailors. Especially should every opportunity for employ-

ment be given men who have been disabled in the defense of our insti-

tutions. Should it become necessary to pass over the heads of any in the

preferential classes enumerated above, the reason should be clear and

convincing in each case.

Respectfully,
Assistant to the Secretary.

Circulars

Chief of Bureau
File copy

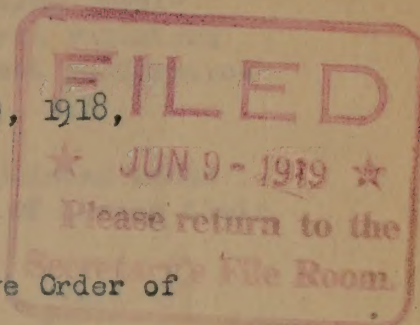
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

May 26, 1919.

CIRCULAR No. 39

Amending Executive Order of November 29, 1918,
Relating to Reemployment Registers.



Attention is directed to the following Executive Order of April 30, 1919, amending Order of November 29, 1918, providing for the placing on reemployment registers of the names of employees separated from the service by reason of reduction of force:

"The Executive order of November 29, 1918, providing for the placing on reemployment registers of the names of certain employees separated from the service by reason of reduction of force, is hereby amended by striking out in its first paragraph the words 'prior to the date hereof'. The order as amended will read as follows:

"The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

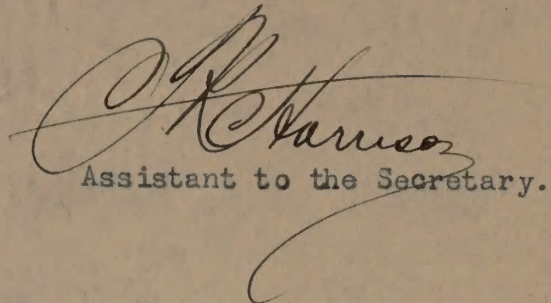
"Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

"The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or

from a regular register of the Commission.

"It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

"This amendment will extend to employees appointed since the issuance of the original order the privilege of having their names placed on the reemployment registers."


Assistant to the Secretary.

from a regular register of the Commission.

"It is desirable that the registrants in existing registers should request cancellation from the registration registers as far as possible, having in view the efficient performance of Government work."

"This amendment will extend to existing registered names the issuance of the original order for the purpose of having their names placed on the registration registers."

W. H. Thomas
Assistant to the Secretary

Executive Order.

The Executive order of November 29, 1918, providing for the placing on reemployment registers of the names of certain employees separated from the service by reason of reduction of force, is hereby amended by striking out in its first paragraph the words "prior to the date hereof". The order as amended will read as follows:

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

This amendment will extend to employees appointed since the issuance of the original order the privilege of having their names placed on the reemployment registers.

WOODROW WILSON

THE WHITE HOUSE,
30 April, 1919.

[No. 3083.]

*Noted Reese
5/24/19*

circulans

Chiefs of Bureau
File copy

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

May 28, 1919.

CIRCULAR No. 40

Placing the Handling of the Various Positions of Operator
and Operative of Labor-Saving Machines Under the
District System for all Field Services.

Under date of May 22, 1919, the Civil Service Commission addressed the following letter to the Department:

"The Commission invites attention to the following action as recorded in clause 15 of its Minutes of May 5, 1919:

"PLACING THE HANDLING OF THE VARIOUS POSITIONS OF OPERATOR AND OPERATIVE OF LABORSAVING MACHINES UNDER THE DISTRICT SYSTEM FOR ALL FIELD SERVICES. Positions of calculating machine operator, mimeograph operator, addressograph operator, graphotype operator, multigraph operator, operative (card punching machines), etc., will be regarded as coming under the district system, and the district secretaries and the various Departments will be so informed."

"All Field Officers should be advised of this action in order that certification and temporary appointment matters in these positions may be handled through the district system. If any persons are now serving under temporary appointment in any of these positions, such appointments should immediately be reported to the district secretaries and requests made for certification of eligibles."

Officers and employees of the Department should be guided accordingly.

OR Kerner
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 20, 1919

Circular No. 419

Placing the members of the various positions of the
and Executive of Labor-Training Service under the
Director System for all their services.

Under date of May 22, 1919, the Civil Service Commission ob-

lished the following letter to the Department:

The Commission invites attention to the following
action as recorded in minutes of its meeting of May 2,
1919:

Resolved that members of the various positions of
of Labor and Training Service, the members of the
Director System for all their services. Positions of
Director, machine operator, electrician, mechanic,
train operator, telephone operator, telegraph operator,
operative (hand, machine, etc.), will be regarded
as coming under the Director System, and the Director
category and the various positions will be so indicated.

All their services shall be a matter of this action in
order that classification and temporary assignment matters
in these positions may be handled through the Director System.
If any persons are not serving under temporary assignment in
any of these positions, such appointments should immediately
be reported to the Director for transfer and records made for
classification as appropriate.

Persons and employees of the Department should be guided by-

Respectfully,


Assistant to the Secretary

COMMISSIONERS

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

Ra-TM-RES ✓

M

May 22, 1919.

The Honorable

The Secretary of Agriculture.

Sir:

The Commission invites attention to the following action as recorded in clause 15 of its Minutes of May 5, 1919:

"PLACING THE HANDLING OF THE VARIOUS POSITIONS OF OPERATOR AND OPERATIVE OF LABORSAVING MACHINES UNDER THE DISTRICT SYSTEM FOR ALL FIELD SERVICES. Positions of calculating machine operator, mimeograph operator, addressograph operator, graphotype operator, multigraph operator, operative (card punching machines), etc., will be regarded as coming under the district system, and the district secretaries and the various Departments will be so informed."

All Field Officers should be advised of this action in order that certification and temporary appointment matters in these positions may be handled through the district system. If any persons are now serving under temporary appointment in any of these positions, such appointments should immediately be reported to the district secretaries and requests made for certification of eligibles.

By direction of the Commission:

Very respectfully,

Martin A. Morrison

President.

COMMISSIONERS

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
ARMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION

Ra-TM-RES ✓

WASHINGTON, D. C.

M

May 22, 1919.

The Honorable

The Secretary of Agriculture.

Sir:

The Commission invites attention to the following action as recorded in clause 15 of its Minutes of May 5, 1919:

"PLACING THE HANDLING OF THE VARIOUS POSITIONS OF OPERATOR AND OPERATIVE OF LABORSAVING MACHINES UNDER THE DISTRICT SYSTEM FOR ALL FIELD SERVICES. Positions of calculating machine operator, mimeograph operator, addressograph operator, graphotype operator, multigraph operator, operative (card punching machines), etc., will be regarded as coming under the district system, and the district secretaries and the various Departments will be so informed."

All Field Officers should be advised of this action in order that certification and temporary appointment matters in these positions may be handled through the district system. If any persons are now serving under temporary appointment in any of these positions, such appointments should immediately be reported to the district secretaries and requests made for certification of eligibles.

By direction of the Commission:

Very respectfully,

Martin A. Morrison

President.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 11, 1919.

CIRCULAR NO. 41.

Relative to the Payment of Compensation to Department Employees
by Agencies Other Than the Federal Government.

To Chiefs of Bureaus, Divisions, Offices, and Boards:

The Secretary directs me to call your attention to the provision contained in the Act of March 3, 1917, making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes (39 U. S. Statutes at Large, at page 1106), which reads as follows:

"Provided, That on and after July 1, 1919, no Government official or employee shall receive any salary in connection with his services as such an official or employee from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality, and no person, association, or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States. Any person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less than six months, or by both such fine and imprisonment, as the court may determine."

In effect, the foregoing proviso prohibits the payment in whole or in part of compensation to any Government official or employee on account of his services as such except by the Federal Government or by contribution from the treasury of a State, county, or municipality.

The facts regarding the activities of this Department which might be affected by this provision have been presented to Congress. In the Agricultural Appropriation Bill for 1920, now pending in the Senate, the House adopted the following paragraphs:

"That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county, and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district, or insular possession in which such activities are to be

carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

"The officials and employees of the Department of Agriculture engaged in the activities described in the preceding paragraph and paid in whole or in part out of funds contributed as provided therein, and the persons, corporations, or associations making contributions as therein provided, shall not be subject to the proviso contained in the act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes, approved March 3, 1917, in Thirty-ninth Statutes at Large, at page 1106; nor shall any official or employee engaged in the cooperative activities of the Forest Service, or the persons, corporations, or associations contributing to such activities be subject to the said proviso."

The same provisions were adopted by the House and favorably reported by the Senate Committee in the bill which failed of final passage at the last session of Congress.

In effect, these provisions require that, in carrying on Departmental activities involving cooperation with State, county, and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce or other local associations of business men, business organizations, and individuals within the State, Territory, district, or insular possession in which such activities are to be carried on, moneys contributed from such outside sources shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture. The authorized activities of the Forest Service are excepted from these requirements, because of certain conditions peculiar to that service, and its officials and employees are exempted from the operation of the proviso in the Act of March 3, 1917. Departmental activities conducted in the manner prescribed above would not be subject to that proviso.

If the pending bill, or the provisions referred to, should fail to pass on or before June 30, 1919, the proviso in the Act of March 3, 1917, will become effective on July 1 and must be observed. The Secretary, therefore, requests that you arrange immediately to review the cooperative activities of your bureau and to take such action as may be necessary, at the close of the present fiscal year, to see that they are conducted in strict conformity with the provisions in the pending bill or, if they should fail to become law by July 1, with the proviso in the Legislative, Executive, and Judicial bill of March 3, 1917, quoted above.

F. R. HARRISON,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

June 11, 1919.

CIRCULAR NO. 41.

Relative to the Payment of Compensation to Department Employees
by Agencies Other Than the Federal Government.

To Chiefs of Bureaus, Divisions, Offices, & Boards:

The Secretary directs me to call your attention to the provision contained in the Act of March 3, 1917, making appropriations for the legislative, executive and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes (39 U. S. Statutes at Large, at page 1106), which reads as follows:

"Provided, That on and after July 1, 1919, no Government official or employee shall receive any salary in connection with his services as such an official or employee from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality, and no person, association, or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States. Any person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less than six month or by both such fine and imprisonment, as the court may determine."

In effect, the foregoing proviso prohibits the payment in whole or in part of compensation to any Government official or employee on account of his services as such except by the Federal Government or by contribution from the treasury of a State, county or municipality.

The facts regarding the activities of this Department which might be affected by this provision have been presented to Congress. In the

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 11, 1919.

CIRCULAR NO. 41.

Relative to the Payment of Compensation to Department Employees
by Agencies Other Than the Federal Government.
The Secretary directs me to call your attention to the provision

contained in the Act of March 3, 1917, making appropriations for the
legislative, executive and judicial expenses of the Government for the
fiscal year ending June 30, 1918, and for other purposes (39 U. S.
Statutes at Large, at page 1105), which reads as follows:

"Provided, That on and after July 1, 1919,
no Government official or employee shall receive
any salary in connection with his services as
such an official or employee from any source other
than the Government of the United States, except as
may be contributed out of the treasury of any State,
county, or municipality, and no person, association,
or corporation shall make any contribution to, or in
any way supplement the salary of, any Government
official or employee for the services performed by
him for the Government of the United States. Any
person violating any of the terms of this proviso
shall be deemed guilty of a misdemeanor, and upon
conviction thereof shall be punished by a fine of
not less than \$1,000 or imprisonment for not less
than six months or by both such fine and imprison-
ment, as the court may determine."

In effect, the foregoing proviso prohibits the payment in whole

or in part of compensation to any Government official or employee
on account of his services as such except by the Federal Government
or by contribution from the treasury of a State, county or municipality.
The facts regarding the activities of this Department which might
be affected by this provision have been presented to Congress. In the

← 2 spaces

Agricultural Appropriation Bill for 1920, now pending in the Senate, the House adopted the following paragraphs:

"That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

"The officials and employees of the Department of Agriculture engaged in the activities described in the preceding paragraph and paid in whole or in part out of funds contributed as provided therein, and the persons, corporations, or associations making contributions as therein provided, shall not be subject to the proviso contained in the act making appropriations for the legislative, executive and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes, approved March 3, 1917, in Thirty ninth Statutes at Large, at page 1106; nor shall any official or employee engaged in the cooperative activities of the Forest Service, or the persons, corporations, or associations contributing to such activities be subject to the said proviso."

The same provisions were adopted by the House and favorably reported by the Senate Committee in the bill which failed of final passage at the last session of Congress.

In effect, these provisions require that, in carrying on Departmental activities involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities,

Agricultural Appropriation Bill for 1920, now pending in the Senate, the

House adopted the following paragraphs:

That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

The officials and employees of the Department of Agriculture engaged in the activities described in the preceding paragraph and paid in whole or in part out of funds contributed as provided therein, and the persons, corporations, or associations making contributions as therein provided, shall not be subject to the proviso contained in the act making appropriations for the legislative, executive and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes, approved March 3, 1917, in Thirty-ninth Statutes at Large, at page 1100; nor shall any official or employee engaged in the cooperative activities of the Forest Service, or the persons, corporations, or associations contributing to such activities be subject to the said proviso.

The same provisions were adopted by the House and favorably

reported by the Senate Committee in the bill which failed of final pas-

sage at the last session of Congress.

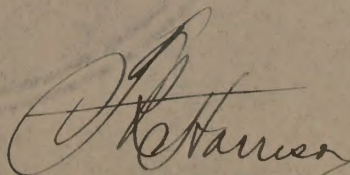
In effect, these provisions require that, in carrying on Depart-

mental activities involving cooperation with State, county and municipal

agencies, associations of farmers, individual farmers, universities,

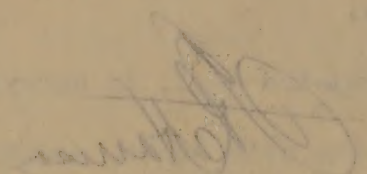
colleges, boards of trade, chambers of commerce or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture. The authorized activities of the Forest Service are excepted from these requirements, because of certain conditions peculiar to that service, and its officials and employees are exempted from the operation of the proviso in the Act of March 3, 1917. Departmental activities conducted in the manner prescribed above would not be subject to that proviso.

If the pending bill, or the provisions referred to, should fail to pass ^{on or} before ^{June 30} July 1, 1919, the proviso in the Act of March 3, 1917, will become effective on ^{July 1} that date and must be observed. The Secretary, therefore, requests that you arrange immediately to review the cooperative activities of your bureau and ^{to} take such action as may be necessary, at the close of the present fiscal year, to see that they are conducted in strict conformity with the provisions in the pending bill or, if they should fail to become law by July 1, with the proviso in the Legislative, Executive and Judicial bill of March 3, 1917, quoted above.


Assistant to the Secretary.

colleges, boards of trade, chambers of commerce or other local associations of business men, business organizations, and individuals within the State, Territory, District or insular possession in which such activities are to be carried on, moneys contributed from such outside sources shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture. The authorized activities of the Forest Service are excepted from these requirements, because of certain conditions peculiar to that service, and its officials and employees are exempted from the operation of the provisions in the Act of March 3, 1917. Departmental activities conducted in the manner prescribed above would not be subject to that proviso.

If the pending bill, or the provisions referred to, should fail to pass before July 1, 1919, the proviso in the Act of March 3, 1917, will become effective on that date and must be observed. The Secretary, therefore, requests that you arrange immediately to review the cooperative activities of your bureau and take such action as may be necessary, at the close of the present fiscal year, to see that they are conducted in strict conformity with the provisions in the pending bill or, if they should fail to become law by July 1, with the proviso in the Legislative, Executive and Judicial bill of March 3, 1917, quoted above.


Assistant to the Secretary.

Circular to H
Circular to
To Chief of Bureau, Museum, Independent
Bureau of Boards QM6-hd
6/10/19

The Secretary directs me to call your attention
Your attention is directed to the following provision contained

in the Act of March 3, 1917, making appropriations for the legislative,
executive and judicial expenses of the Government for the fiscal
year ending June 30, 1918, and for other purposes, (in 39 U. S. Statutes
at Large, at page 1106,) which reads as follows:

"Provided, That on and after July 1, 1919, return to the
no Government official or employee shall receive any salary in connection with his services as
such an official or employee from any source other than the Government of the United States, except as
may be contributed out of the treasury of any State, county, or municipality, and no person, association,
or corporation shall make any contribution to, or in any way supplement the salary of, any Government
official or employee for the services performed by him for the Government of the United States. Any
person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon
conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less
than six months, or by both such fine and imprisonment, as the court may determine."

In effect, the foregoing proviso prohibits the payment in whole
or in part of compensation to any Government official or employee
on account of his services as such except by the Federal Government
or by contribution from the treasury of a State, county or municipality.

The facts regarding the activities of this Department which might
be affected by this provision have been presented to Congress. In the

Handwritten notes at the top of the page, including "The Board of Directors" and "The Board of Directors".

Your attention is directed to the following provision contained in the act of March 3, 1911, relating to the legislative, executive and judicial branches of the Government for the fiscal year ending June 30, 1912, and for other purposes, in 22 U. S. Statutes at Large, at page 1105, which reads as follows:

"Provided, That on and after July 1, 1912, no Government official or employee shall receive any salary in connection with his services as such an official or employee as any other official of the Government of the United States, except as may be authorized out of the treasury of any State, county, or municipality, and no person, association, or corporation shall make any contribution to, or in any way assist in the salary of, any Government official or employee for the service rendered by him for the Government of the United States. Any person who shall be found guilty of a violation of this provision shall be subject to a fine of not less than \$1,000 or imprisonment for not less than six months, or both such fine and imprisonment, at the court may determine."

In effect, the foregoing provision prohibits the payment in whole or in part of compensation to any Government official or employee on account of his services as such except by the Federal Government or by any State, county or municipality.

The facts regarding the activities of this Government which have been reflected by this provision have been presented to Congress in the

Agricultural appn. due for 1920.
~~bill making appropriations for the Agriculture Department for the~~

~~fiscal year ending June 30, 1920 now pending in the Senate, The~~

House adopted the following paragraphs:

That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

The officials and employees of the Department of Agriculture engaged in the activities described in the preceding paragraph and paid in whole or in part out of funds contributed as provided therein, and the persons, corporations, or associations making contributions as therein provided, shall not be subject to the proviso contained in the act making appropriations for the legislative, executive and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes, approved March 3, 1917, in Thirty ninth Statutes At Large, at page 1106; nor shall any official or employee engaged in the cooperative activities of the Forest Service, or the persons, corporations, or associations contributing to such activities be subject to the said proviso.

The same provisions were adopted by the House in the bill which

failed of final passage at the last session of Congress.

In effect, these provisions require that in carrying on Departmental activities involving cooperation with State, county and mun-

and favorably reported by the Senate Committee

municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture. The authorized activities of the Forest Service are excepted from these requirements, because of certain conditions peculiar to that service, and its officials and employees are exempted from the operation of the proviso in the Act of March 3, 1917. Departmental activities conducted in the manner prescribed above would not be subject to that proviso.

Each Chief of Bureau, Division, or Subdivision
~~However, if the pending bill, or the above mentioned portions~~

persons referred to, for
~~thereof, should fail of passage in time to become effective on~~

before
July 1, 1919, the proviso in the Act of March 3, 1917 must be observed.

will become effective on that date or
and each branch of the Department affected thereby must make its

arrangements accordingly.

The Secretary, therefore, requests
that you make arrangements to
review the cooperative activities of your
bureau and take such action as may be
(OR) necessary, at the close of the present fiscal

year, to see that they are conducted
in strict conformity with the provisions
in the pending bill or, if they should fail
to become law ~~with~~ by July 1, with the
provisions in the Legislative Executive and
Judicial bill of March 3, 1917, quoted
above.

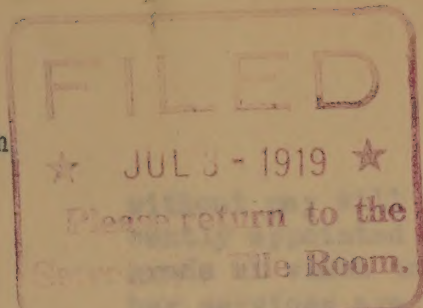
Post to See

Circulars

Chief of Bureaus

File copy

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



June 30, 1919.

CIRCULAR NO. 42

Separations from the Service due to Returning Military Employees.

The records of the office of the Appointment Clerk indicate that, up to June 28, 1919, 972 employees who entered the military or naval service have returned to duty and have been restored to the rolls. Only 144 separations, however, have been made as the direct result of such restorations. It is realized, of course, that in many instances vacancies caused by resignation and otherwise have been filled by employees returning from the military and naval service, making unnecessary a corresponding reduction in the force. Nevertheless, it seems clear that the reductions have not kept pace with the restorations or reinstatements. It is highly essential, of course, that the force of the Department be brought back to a normal basis as rapidly as possible, and I am therefore taking the liberty of again calling your attention to my circular memorandum of December 20, 1918, and particularly to paragraphs 3 and 4 thereof, as follows:

"3. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll of the Bureau from which he entered the military service. To make this action possible, the employee most recently promoted to the same salary on the roll, or to the salary to which the furloughed employee would have been promoted if he remained with the Department, will be demoted to the next lower grade thereof.

"4. This demotion principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy a furlough

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 30, 1919.

CIRCULAR NO. 42

Separation from the Service due to returning Military Employees.
The records of the Office of the Appointment Clerk indicate that, up to June 28, 1919, 273 employees who entered the military or naval service have returned to duty and have been restored to the rolls. Only 113 separations, however, have been made as the direct result of such restoration. It is realized, of course, that in many instances vacancies caused by resignation and otherwise have been filled by employees returning from the military and naval service, making unnecessary a corresponding reduction in the force. However, inasmuch as it seems clear that the reductions have not kept pace with the restoration of reinstatement, it is highly essential, of course, that the force of the Department be brought back to a normal basis as rapidly as possible, and I am therefore taking the liberty of again calling your attention to my circular memorandum of November 20, 1918, and particularly to paragraphs 3 and 4 thereof, as follows:

"3. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll or the Reserve list which he entered the military service. To make this action possible, the employee must recently promoted to the same salary on the roll, or to the salary to which the returning employee would have been promoted if he remained with the Department, will be placed on the next lower grade vacant."

"4. This provision paragraph (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy a further

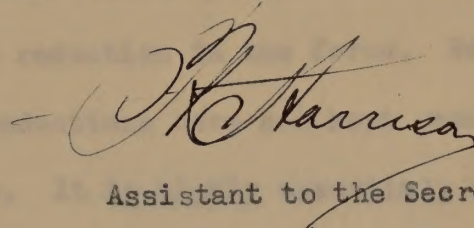
DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

-2-

without pay will be ordered in the case of the most recently appointed and least efficient employee in the grade at which the demotions terminated unless his or her services are urgently needed by the Bureau or by another branch of the Department, or unless he or she prefers to resign without prejudice to reinstatement within a year."

Will you not give these instructions of the Secretary very careful consideration with ^{the} a view ^{of} place ^{ing} the force of your Bureau, as soon as possible, on a normal basis and ^{of} ^{ing} to retain in the service only those employees whose ~~services~~ are urgently needed for the effective prosecution of the work.

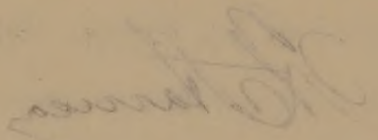

Assistant to the Secretary.

"2. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll of the Bureau from which he entered the military service. To the extent possible, the employee must be reinstated in the same salary as the roll, or to the salary to which the foregoing employee would have been promoted if he remained with the Department, or to the salary of the next lower grade thereof.

"4. This tentative principle No. 2 will be followed through the several grades in which promotions were made when the returning employee entered the military service or until a vacancy in the statutory roll is reached. If there is no such vacancy a further

without pay will be ordered in the case of the most re-
cently appointed and least efficient employee in the
grade at which the positions terminated unless his or
her services are urgently needed by the Bureau or by
another branch of the Department, or unless he or she
prefers to resign without prejudice to reinstatement
within a year."

Will you not give these instructions of the Secretary very care-
ful consideration with a view to placing the force of your Bureau, as soon
as possible, on a normal basis and to retain in the service only those
employees whose services are urgently needed for the effective prose-
cution of the work.

Respectfully,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 30, 1919.

m

CIRCULAR NO. 42

Separations from the Service due to Returning Military Employees

The records of the office of the Appointment Clerk indicate that, up to June 28, 1919, 972 employees who entered the military or naval service have returned to duty and have been restored to the rolls. Only 144 separations, however, have been made as the direct result of such restorations. It is realized, of course, that in many instances vacancies caused by resignation and otherwise have been filled by employees returning from the military and naval service, making unnecessary a corresponding reduction in the force. Nevertheless, it seems clear that the reductions have not kept pace with the restorations or reinstatements. It is highly essential, of course, that the force of the Department be brought back to a normal basis as rapidly as possible, and I am therefore taking the liberty of again calling your attention to my circular memorandum of December 20, 1918, and particularly to paragraphs 3 and 4 thereof, as follows:

"3. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll of the Bureau from which he entered the military service. To make this action possible, the employee most recently promoted to the same salary on the roll, or to the salary to which the furloughed employee would have been promoted if he remained with the Department, will be demoted to the next lower grade thereof.

"4. This demotion principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy a furlough

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 30, 1918.

CIRCULAR NO. 43

Separations from the Service due to Returning Military Employees

The records of the office of the Appointment Clerk indicate that, up to June 28, 1918, 972 employees who entered the military or naval service have returned to duty and have been restored to the rolls. Only 144 separations, however, have been made as the direct result of such restorations. It is realized, of course, that in many instances vacancies caused by resignation and otherwise have been filled by employees returning from the military and naval service, making unnecessary a corresponding reduction in the force. Nevertheless, it seems clear that the restorations have not kept pace with the restorations or reinstatements. It is highly essential, of course, that the force of the Department be brought back to a normal basis as rapidly as possible, and I am therefore taking the liberty of again calling your attention to my circular memorandum of December 30, 1916, and particularly to paragraphs 3 and 4 thereof, as follows:

"3. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll of the Bureau from which he entered the military service. To make this action possible, the employee must recently promoted to the same salary on the roll, or to the salary to which the furloughed employee would have been promoted if he remained with the Department, will be demoted to the next lower grade thereof.

"4. This demotion principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy a furlough

without pay will be ordered in the case of the most recently appointed and least efficient employee in the grade at which the demotions terminated unless his or her services are urgently needed by the Bureau or by another branch of the Department, or unless he or she prefers to resign without prejudice to reinstatement within a year."

Will you not give these instructions of the Secretary very careful consideration with ^{the} a view ^{of} to place ^{ing} the force of your Bureau, as soon as possible, on a normal basis and ^{of} to retain ^{ing} in the service only those employees who ~~are~~ are urgently needed for the effective prosecution of the work.

Assistant to the Secretary.

without pay will be ordered in the case of the most recently appointed and least efficient employee in the grade at which the demotion terminated unless his or her services are urgently needed by the Bureau or by another branch of the Department, or unless he or she prefers to resign without prejudice to reinstatement within a year.

Will you not give these instructions of the Secretary very careful consideration with ^{my} view ^{of} ^{the} placed the force of your Bureau, as soon as possible, on a normal basis and to retain in the service only those employees who are urgently needed for the effective prosecution of the work.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

June 26, 1919.

CIRCULAR No. _____

that the number of employees
~~From~~ statistics compiled up to June 21 it appears that separations from the Department are being made much slower than additions on account of the return of employees from military service. The record shows that to the date indicated restorations greatly exceed the separations, and the question arises, therefore, as to whether other separations should not be made in order that the working force of the Department may be promptly brought back to a more nearly normal basis. In this connection, I call your attention to my circular memorandum of December 20, 1918, and particularly to paragraphs 3 and 4 thereof, as follows:

"3. When no statutory vacancy is available, in the Department, the returning employee will be reinstated on the statutory roll of the Bureau from which he entered the military service. To make this action possible, the employee most recently promoted to the same salary on the roll, or to the salary to which the furloughed employee would have been promoted if he remained with the Department, will be demoted to the next lower grade thereof.

"4. This demotion principle (No. 3) will be followed through the several grades to which promotions were made when the returning employee entered the military service or until a vacancy on the statutory roll is reached. If there is no such vacancy a furlough without pay will be ordered in the case of the most recently appointed and least efficient employee in the grade at which the demotions terminated unless his or her services are urgently needed by the Bureau or by another branch of the Department, or unless he or she prefers to resign without prejudice to reinstatement within a year."

Will you not give
May I ask your careful consideration of these instructions of the Secretary with the view of dropping, at the earliest possible date, all the employees of the Department whose services are not urgently needed?

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 20, 1915

Memorandum for the Secretary

These statistics are being compiled by the Bureau of Agricultural Economics and are being made available to the public in the form of a report. The report shows that the Bureau of Agricultural Economics is the only one of its kind in the United States. It is the only one that is able to collect and analyze the statistics of the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry.

The Bureau of Agricultural Economics is the only one of its kind in the United States. It is the only one that is able to collect and analyze the statistics of the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry.

This report is being compiled by the Bureau of Agricultural Economics. It is the only one of its kind in the United States. It is the only one that is able to collect and analyze the statistics of the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry.

The Bureau of Agricultural Economics is the only one of its kind in the United States. It is the only one that is able to collect and analyze the statistics of the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry. It is the only one that is able to provide the public with the information they need to know about the agricultural industry.

Respectfully,
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

McG.

★ JUL 3 - 1919 ★

June 27, 1919.

Please return to the
Secretary's File Room.

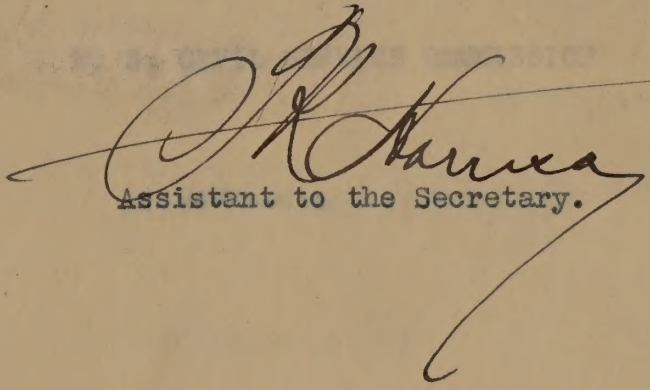
CIRCULAR No. 43.

Placing of Names of Employees, Separated from Service
Because of Necessary Reductions of Force, on Reemployment Register.

Under date of June 20, 1919, the Civil Service Commission addressed the following letter to the Department:

"In view of the probability of reductions of force in a considerable number of bureaus and divisions, on the first of July, the Civil Service Commission desires that chiefs of bureaus and divisions and other supervisory officers take pains to bring to the attention of competitive classified employees whom it may be necessary to drop, the provisions of the Executive Order of November 29, 1918, as amended April 30, 1919, copy of which is attached. The demand for eligibles of many kinds is such that all are being certified as fast as names are entered on the register."

The Amended Executive Order referred to is set out in full in Circular No. 39 of this Office. Administrative officers throughout the Department should take such steps as may be necessary to comply with the Commission's suggestion.


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 27, 1919.

CIRCULAR NO. 48.

Placing of names of employees, separated from service
because of necessary reductions of force, on Reemployment Register.

Under date of June 20, 1919, the Civil Service Commission ad-

ressed the following letter to the Department:

"In view of the probability of reductions of
force in a considerable number of bureaus and divi-
sions, on the first of July, the Civil Service Com-
mission desires that orders of bureaus and divisions
and other supervisory officers take pains to bring
to the attention of competitive classified employees
whom it may be necessary to drop, the provisions of
the Executive Order of November 29, 1918, as amended
April 30, 1919, copy of which is attached. The de-
mand for eligibles of many kinds is such that all
are being certified as fast as names are entered on
the register."

The amended Executive Order referred to is set out in full in Circular
No. 59 of this Office. Administrative officers throughout the Depart-
ment should take such steps as may be necessary to comply with the

Commission's suggestion.

Assistant to the Secretary.

COMMISSIONERS

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

June 20, 1919.

CHIEFS OF BUREAUS AND DIVISIONS:

In view of the probability of reductions of force in a considerable number of bureaus and divisions, on the first of July, the Civil Service Commission desires that chiefs of bureaus and divisions and other supervisory officers take pains to bring to the attention of competitive classified employees whom it may be necessary to drop, the provisions of the Executive Order of November 29, 1918, as amended April 30, 1919, copy of which is attached. The demand for eligibles of many kinds is such that all are being certified as fast as names are entered on the register.

U. S. CIVIL SERVICE COMMISSION

JH

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

January 17, 1918

SIR:

In view of the probability of reduction of force in the Department of Justice, and the fact that the Civil Service Commission desires that chiefs of bureaus, and divisions and other supervisory officials take pains to bring to the attention of competitive employees who it may be necessary to drop, the provisions of the Executive Order of November 22, 1916, as amended April 23, 1918, copy of which is attached. The demand for eligible men of every kind is now being felt and it is hoped that the names and grades of the employees.

Very truly yours,
U. S. CIVIL SERVICE COMMISSION

EXECUTIVE ORDER

The Executive order of November 29, 1918, providing for the placing on re-employment registers of the names of certain employees separated from the service by reason of reduction of force, is hereby amended by striking out in its first paragraph the words "prior to the date hereof". The order as amended will read as follows:

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from the date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

This amendment will extend to employees appointed since the issuance of the original order the privilege of having their names placed on the reemployment registers.

Woodrow Wilson

The White House,

30 April, 1919.

EXHIBIT C

The Bureau is order of November 22, 1916, providing for the placing on the
placement of the name of certain employees reported from the Bureau
of reduction of losses, is hereby amended by striking out in the last
sentence the words "prior to the date hereof". The order as amended will read as

follows:

The name of persons in the competitive classified service who have
been placed on the list of persons who have been reported from the Bureau
of reduction of losses, is hereby amended by striking out in the last
sentence the words "prior to the date hereof". The order as amended will read as
follows:

OFFICE OF SECRETARY
U.S. DEPARTMENT OF AGRICULTURE
RECEIVED
JUN 23 1916

This amendment will extend to all persons who have been reported from the Bureau
of reduction of losses, is hereby amended by striking out in the last
sentence the words "prior to the date hereof". The order as amended will read as
follows:

Woodrow Wilson

The White House,

April 1916.

Chiefs of Bureaus
File copy

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

July 2, 1919.

CIRCULAR NO. 44.

Use of Appropriations to Influence Members of
Congress to Favor or Oppose Legislation Prohibited.

The bill making appropriations to supply deficiencies for the
fiscal year ending June 30, 1919, just passed by Congress, contains the
following provision:

"Sec. 6. That hereafter no part of the money ap-
propriated by this or any other act shall, in the ab-
sence of express authorization by Congress, be used
directly or indirectly to pay for any personal service,
advertisement, telegram, telephone, letter, printed or
written matter, or other device, intended or designed to
influence in any manner a Member of Congress to favor
or oppose, by vote or otherwise, any legislation or ap-
propriation by Congress, whether before or after the in-
troduction of any bill or resolution proposing such leg-
islation or appropriation; but this shall not prevent
officers and employees of the United States from communi-
cating to Members of Congress on the request of any Member
or to Congress, through the proper official channels, re-
quests for legislation or appropriations which they deem
necessary for the efficient conduct of the public business.

"Any officer or employee of the United States who,
after notice and hearing by the superior officer vested
with the power of removing him, is found to have violated
or attempted to violate this section, shall be removed by
such superior officer from office or employment. Any offi-
cer or employee of the United States who violates or at-
tempts to violate this section shall also be guilty of a
misdemeanor and on conviction thereof shall be punished by
a fine of not more than \$500 or by imprisonment for not
more than one year, or both."

This matter should be called to the attention of all officers and
employees of the Department immediately and they should be instructed to
comply strictly with the terms of the provision.

A. H. Hanna
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 3, 1913.

CIRCULAR NO. 44.

Use of Appropriations for Influence Members of Congress to Favor or Oppose Legislation Prohibited.

The bill making appropriations to supply deficiencies for the fiscal year ending June 30, 1914, just passed by Congress, contains the following provision:

"Sec. 5. That hereafter no part of the money appropriated by this or any other act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a member of Congress to favor or oppose, by vote or otherwise, any legislation or any proposition by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from continuing to members of Congress on the request of any member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

"Any officer or employee of the United States who, after notice and hearing by the superior officer vested with the power of removing him, is found to have violated or attempted to violate this section, shall be removed by such superior officer from office or employment. Any officer or employee of the United States who violates or attempts to violate this section shall also be guilty of a misdemeanor and on conviction thereof shall be punished by a fine of not more than \$500 or by imprisonment for not more than one year, or both."

This matter should be called to the attention of all officers and employees of the Department immediately and they should be instructed to comply strictly with the terms of the provision.

Assistant to the Secretary.

June 12, 1919.

Mr. Harrison asks that the following item being an extract from the (third) bill making appropriations to supply deficiencies in appropriations for the fiscal year ending June 30, 1919, and prior fiscal years, and for other purposes, (H. R. 3468) be brought to his attention if enacted into law:

Sec. 6. That hereafter no part of the money appropriated by this or any other act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from communicating to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

& Penalty Clause

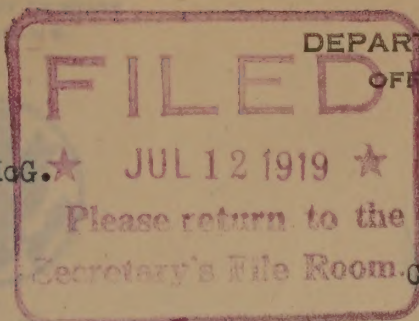
All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence pertaining to the activities of the War Trade Board, now known by the Department of State, should be addressed to the War Trade Board as herebefore.

Secretary to the Secretary

June 12, 1919.

Mr. Harrison asks that the following item being an extract from the (third) bill making appropriations to supply deficiencies in appropriations for the fiscal year ending June 30, 1919, and prior fiscal years, and for other purposes, (H. R. 3468) be brought to his attention if enacted into law:

Sec. 6. That hereafter no part of the money appropriated by this or any other act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from communicating to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 5, 1919.

CIRCULAR No. 45

Transfer of Functions of War Trade Board to State Department.

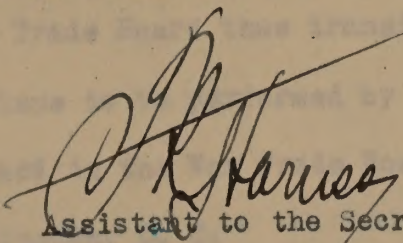
Under date of July 2, 1919, the following letter was received from the Acting Secretary of State:

"I have the honor to inform you that, pursuant to an Executive Order signed by the President on May 12, 1919, the present personnel, duties, powers, functions and records of the War Trade Board have been transferred to the Department of State as of July 1, 1919.

"This transfer will not affect nor inconvenience the exporting and importing public in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation or importation of wheat and wheat flour. (See War Trade Board Ruling No. 797 issued June 30, 1919.)

"The functions of the War Trade Board thus transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Twentieth and C Streets, Washington, D. C.

"All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence pertaining to the activities of the War Trade Board, now assumed by the Department of State, should be addressed to the War Trade Board as heretofore."


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2, 1919.

EXHIBIT NO. 45

Transfer of Functions of War Trade Board to State Department.

Under date of July 2, 1919, the following letter was received

from the Acting Secretary of State:

"I have the honor to inform you that, pursuant to an Executive Order signed by the President on July 1, 1919, the present personnel, duties, functions and responsibilities of the War Trade Board have been transferred to the Department of State as of July 1, 1919.

"This transfer will not affect nor inconvenience the exporting and importing public in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation or importation of which are under review. (See War Trade Board Bulletin No. 757 issued June 30, 1919.)

"The functions of the War Trade Board thus transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Twentieth and C Streets, Washington, D. C.

"All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence pertaining to the activities of the War Trade Board, now received by the Department of State, should be addressed to the War Trade Board as heretofore."

Assistant to the Secretary.



DEPARTMENT OF STATE
WASHINGTON

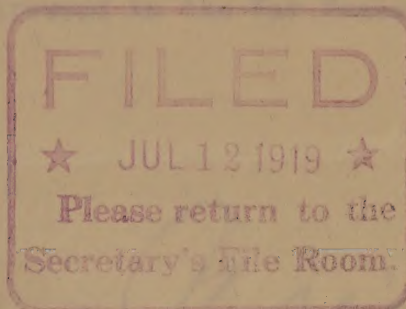
July 2 1919.

In reply refer to
TA -

The Honorable

The Secretary of Agriculture.

Sir:



I have the honor to inform you that, pursuant to an Executive Order signed by the President on May 12, 1919, the present personnel, duties, powers, functions and records of the War Trade Board have been transferred to the Department of State as of July 1, 1919.

This transfer will not affect nor inconvenience the exporting and importing public in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation or importation of wheat and wheat flour. (See War Trade Board Ruling No. 797 issued June 30, 1919.)

The functions of the War Trade Board thus transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Twentieth and C Streets, Washington, D. C.

All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence

pertaining

DEPARTMENT OF STATE
WASHINGTON



Is reply refer to
12 -

The Honorable

The Secretary of Agriculture

Sir:

I have the honor to inform you that, pursuant to an Executive Order signed by the President on May 12, 1919, the present personnel, duties, powers, functions and records of the War Trade Board have been transferred to the Department of State as of July 1, 1919. This transfer will not affect nor inconvenience the exporting and importing public in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation or importation of wheat and wheat flour. (See War Trade Board Ruling No. 757, issued June 10, 1919.)

The functions of the War Trade Board thus transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Twentieth and O Streets, Washington, D. C. All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence

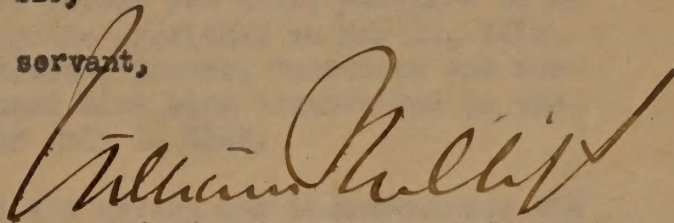
pertaining

- 2 -

pertaining to the activities of the War Trade Board, now assumed by the Department of State, should be addressed to the War Trade Board as heretofore.

I have the honor to be, Sir,

Your obedient servant,

A handwritten signature in dark ink, appearing to read "William Phillips". The signature is written in a cursive style with a large, sweeping initial "W" and a checkmark-like flourish at the end.

Acting Secretary of State.

pertaining to the activities of the War Trade Board, now assigned by
the Department of State, should be addressed to the War Trade Board as
hereinafter.

Very respectfully,
Your obedient servant,

Acting Secretary of State.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MoG.

July 5, 1919.

CIRCULAR No. 45

Transfer of Functions of War Trade Board to State Department.

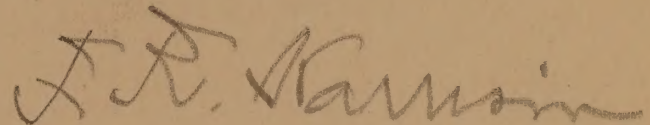
Under date of July 2, 1919, the following letter was received
from the Acting Secretary of State:

"I have the honor to inform you that, pursuant to an Executive Order signed by the President on May 12, 1919, the present personnel, duties, powers, functions and records of the War Trade Board have been transferred to the Department of State as of July 1, 1919.

"This transfer will not affect nor inconvenience the exporting and importing public in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation or importation of wheat and wheat flour. (See War Trade Board Ruling No. 797 issued June 30, 1919.)

"The functions of the War Trade Board thus transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Twentieth and C Streets, Washington, D. C.

"All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence pertaining to the activities of the War Trade Board, now assumed by the Department of State, should be addressed to the War Trade Board as heretofore."



Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 5, 1919.

W.D.

45

Transfer of Functions of War Trade Board to State Department.

Under date of July 2, 1919, the following letter was received

from the Acting Secretary of State:

"I have the honor to inform you that, pursuant to an Executive Order signed by the President on May 12, 1919, the present personnel, duties, powers, functions and responsibilities of the War Trade Board have been transferred to the Department of State as of July 1, 1919.

"This transfer will not affect nor inconvenience the exporting and importing rights in any way. All licenses heretofore issued by the War Trade Board will continue to be valid except licenses for the exportation of iron, steel and other metals. (See War Trade Board Bulletin No. 797 issued June 20, 1919.)

"The functions of the War Trade Board have been transferred to the Department of State will continue to be performed by the present personnel of the War Trade Board in the War Trade Board Building at Tremont and 5 streets, Washington, D. C.

"All licenses will continue to be issued in the name of the War Trade Board, and all applications for licenses, and all correspondence pertaining to the activities of the War Trade Board, now assumed by the Department of State, should be addressed to the War Trade Board as heretofore."

L. F. Thompson

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 25, 1919.

CIRCULAR No. 46.

Restoration to Civil Service Registers of the Names of
Stenographers, Typists, or Stenographers and Typ-
ists Who Are Not Assigned Principally to Work
Requiring Proficiency in These Subjects.

Particular attention is invited to the Executive order of June 30,
1919, quoted below, which has been transmitted to the Secretary by the
Civil Service Commission with the request that it be circulated throughout
the Department:

"The Civil Service Commission may enter upon its register for
stenographer, typist, or stenographer and typist at Washington,
D.C., or elsewhere, the name of a person certified and appointed
within three years from any of these registers who is found to be
assigned principally in point of time or importance to work not
requiring proficiency in the technical subjects upon which he was
examined, after the following procedure:

"(1) The employee shall transmit request for entry of his
name on the register through the head of his department or office
or his authorized representative, in which he shall state the kind
or kinds of work he is performing and the amount of time devoted to
each kind.

"(2) The request shall be promptly forwarded to the Commission
with comment or recommendation.

"(3) If the Commission finds that the principal duties of the
person are not those requiring proficiency in the technical subjects
upon which he was examined, his name shall be entered upon the ap-
propriate register for further certification unless the department
or office corrects the assignment and so reports.

"(4) No disciplinary measure or discrimination shall follow
request under this order except for false statement therein, of
which the Commission shall be the judge.

"(5) A person certified and selected under the terms of this
order shall be at liberty to accept appointment without objection
or hindrance by the Department or office which failed to assign him
to duties in keeping with his examination."

The White House
30 June, 1919.

R. H. [Signature]
Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 20, 1911.

Division of Entomology

Respectfully, I have the honor to acknowledge the receipt of your letter of the 14th inst., in relation to the matter of the proposed amendment to the Act of March 3, 1879, relating to the duties of the Division of Entomology.

Under the provisions of the Act of March 3, 1879, the Division of Entomology is authorized to conduct researches in entomology, and to disseminate the results thereof. It is also authorized to receive and accept of gifts of books, papers, and other articles relating to entomology, and to dispose of the same as it may see fit.

Very respectfully,
The Secretary

The Division of Entomology is organized under the direction of the Chief of Division, and is divided into three sections, namely: the Section of Entomology, the Section of Plant Pathology, and the Section of Animal Pathology. The Section of Entomology is further divided into three branches, namely: the Branch of General Entomology, the Branch of Economic Entomology, and the Branch of Systematic Entomology. The Section of Plant Pathology is divided into two branches, namely: the Branch of General Plant Pathology, and the Branch of Economic Plant Pathology. The Section of Animal Pathology is divided into two branches, namely: the Branch of General Animal Pathology, and the Branch of Economic Animal Pathology.

The Division of Entomology is also authorized to receive and accept of gifts of books, papers, and other articles relating to entomology, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of land, buildings, and other real estate, and to dispose of the same as it may see fit.

The Division of Entomology is also authorized to receive and accept of gifts of money, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of services, and to dispose of the same as it may see fit.

The Division of Entomology is also authorized to receive and accept of gifts of land, buildings, and other real estate, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of money, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of services, and to dispose of the same as it may see fit.

The Division of Entomology is also authorized to receive and accept of gifts of land, buildings, and other real estate, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of money, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of services, and to dispose of the same as it may see fit.

The Division of Entomology is also authorized to receive and accept of gifts of land, buildings, and other real estate, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of money, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of services, and to dispose of the same as it may see fit.

The Division of Entomology is also authorized to receive and accept of gifts of land, buildings, and other real estate, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of money, and to dispose of the same as it may see fit. It is also authorized to receive and accept of gifts of services, and to dispose of the same as it may see fit.

COMMISSIONERS
JOHN A. MCILHENNY
PRESIDENT
CHARLES M. GALLOWAY
BERNARD W. CRAVEN

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE **McA-8s**
AND DATE OF THIS LETTER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

July 19, 1919.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose herewith copies of an Executive order promulgated June 30, 1919, providing for the restoration to the register for Stenographer, Typewriter, or Stenographer and Typewriter, at Washington, D. C., or elsewhere, ^{of} the name of a person certified and appointed within three years from any of these registers who is found to be assigned principally in point of time or importance to work not requiring proficiency in the technical subjects upon which he was examined.

The Commission respectfully requests that this order be circulated throughout the several bureaus of the Department.

By direction of the Commission:

Very respectfully,

Martin A. Harrison

President.

Enclosure.

EXECUTIVE ORDER

The Civil Service Commission may enter upon its register for stenographer, typist, or stenographer and typist at Washington, D. C., or elsewhere, the name of a person certified and appointed within three years from any of these registers who is found to be assigned principally in point of time or importance to work not requiring proficiency in the technical subjects upon which he was examined, after the following procedure:

(1) The employee shall transmit request for entry of his name on the register through the head of his department or office or his authorized representative, in which he shall state the kind or kinds of work he is performing and the amount of time devoted to each kind.

(2) The request shall be promptly forwarded to the Commission with comment or recommendation.

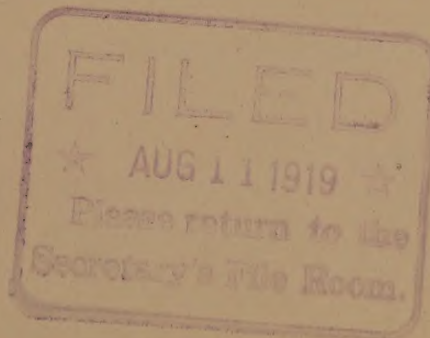
(3) If the Commission finds that the principal duties of the person are not those requiring proficiency in the technical subjects upon which he was examined, his name shall be entered upon the appropriate register for further certification unless the department or office corrects the assignment and so reports.

(4) No disciplinary measure or discrimination shall follow request under this order except for false statement therein, of which the Commission shall be the judge.

(5) A person certified and selected under the terms of this order shall be at liberty to accept appointment without objection or hindrance by the Department or office which failed to assign him to duties in keeping with his examination.

The White House,
30 June, 1919.

WOODROW WILSON



EXECUTIVE ORDER

The United States Commission on the Status of Women, created by Executive Order on November 10, 1951, is directed to continue its work in the areas of research, information, and education, and to report to the President and the Congress on the progress of its work and on the needs of the women of the United States.

(1) The Commission shall continue to conduct its work in the areas of research, information, and education, and to report to the President and the Congress on the progress of its work and on the needs of the women of the United States.

(2) The Commission shall continue to conduct its work in the areas of research, information, and education, and to report to the President and the Congress on the progress of its work and on the needs of the women of the United States.

(3) The Commission shall continue to conduct its work in the areas of research, information, and education, and to report to the President and the Congress on the progress of its work and on the needs of the women of the United States.

(4) The Commission shall continue to conduct its work in the areas of research, information, and education, and to report to the President and the Congress on the progress of its work and on the needs of the women of the United States.

(5) A portion of the funds appropriated for the Commission shall be used for the purpose of conducting research and information activities in the areas of research, information, and education.

JOHN F. KENNEDY

The White House
Washington, D.C.

Circulars
File copy

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

August 5, 1919.

CIRCULAR No. 47.

Manner in which Telephone and Telegraph Operators appointed in connection with Executive Order of March 26, 1917, may obtain a competitive status.

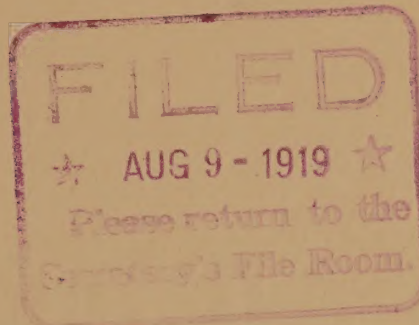
The Secretary has received the following letter, dated July 30, 1919, from the Civil Service Commission:

"The Commission has the honor to enclose herewith circulars, relative to the manner in which Telephone and Telegraph Operators appointed under the Executive order of March 26, 1917, may obtain a competitive status. The Commission respectfully requests that this matter be given sufficient publicity, to enable those employees who can and who desire to qualify for competitive status, to do so."

The information herein should be conveyed to all employees of the Department concerned.

C. H. K. K. K.
Assistant to the Secretary.

Enclosure.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 5, 1919.

100.

CIRCULAR No. 47.

Manner in which Telephone and Telegraph Operators appointed in com-
nection with Executive Order of March 26, 1917, may obtain
a competitive status.
The Secretary has received the following letter, dated July

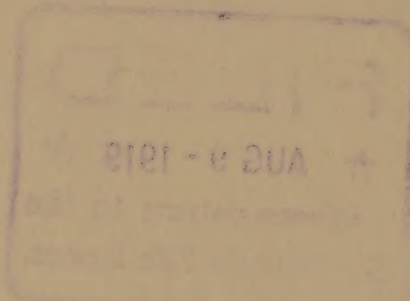
30, 1919, from the Civil Service Commission:

"The Commission has the honor to enclose herewith
with circulars, relative to the manner in which Tele-
phone and Telegraph Operators appointed under the
Executive order of March 26, 1917, may obtain a com-
petitive status. The Commission respectfully re-
quests that this matter be given sufficient publicity,
to enable those employees who can and who desire to
qualify for competitive status, to do so."

The information herein should be conveyed to all employees

of the Department concerned.

Assistant to the Secretary.



Enclosure.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

July 25, 1919.

COMPETITIVE STATUS OF TELEPHONE AND TELEGRAPH OPERATORS
APPOINTED UNDER THE ORDER OF MARCH 26, 1917, WHO CAN
MEET THE REQUISITE QUALIFICATIONS.

In view of the fact that all field telephone and telegraph operators who qualified and were appointed without competitive status under the Executive Order of March 26, 1917, met the same tests now required in nonassembled examination for appointment with competitive status, and that all qualified applicants were and still are practically sure of an offer of appointment, the field operators who qualified and were appointed with approval of the Commission under the Executive Order of March 26, 1917, may be given a competitive status upon request of the department or office in which they are serving.

For the reasons stated above all telephone and telegraph operators in the departmental service whose appointments under the Executive Order of March 26, 1917, were approved by the Commission on submission of experience forms, may be given a competitive status upon request of the department or office in which they are serving, provided they can and do meet the requirements of section 7 of the census act of July 2, 1909, which requires proof of residence and domicile in the States in which they claim legal residence for a period of at least one year next preceding the examination.

Their competitive status may date from the time of appointment if they had met all the requirements above set forth as necessary or from the date on which they did meet or do meet all said requirements. Appointments of telephone and telegraph operators are no longer approved under the Executive Order of March 26, 1917.

By direction of the Commission:

Very respectfully,

MARTIN A. MORRISON,

President.

m-



DEPARTMENT OF AGRICULTURE
WASHINGTON

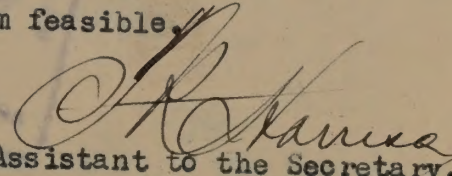
August 11, 1919.

CIRCULAR NO. 48

Communication with Joint Congressional Committee on Printing
and Government Printing Office.

FILE
P. L. GLADMON

The Secretary has been advised that representations regarding the views and needs of the Department concerning printing are being made directly to the Joint Congressional Committee on Printing by officers and employees of the various Bureaus and Divisions of the Department. It seems to the Secretary that confusion and conflict will be avoided if all matters of this kind are handled through a single channel, and he has therefore designated Mr. E. B. Reid, Chief, Division of Publications, to make and maintain for the Department of Agriculture all contacts with the Joint Committee on Printing and the Government Printing Office. No officer or employee should make any representations, directly or indirectly, to either of these agencies, without the approval of the Chief of the Division of Publications. If any Bureau desires to have any matter taken up with them, it should present all the facts to the Chief of the Division of Publications for consideration and such action as may seem feasible.


Assistant to the Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

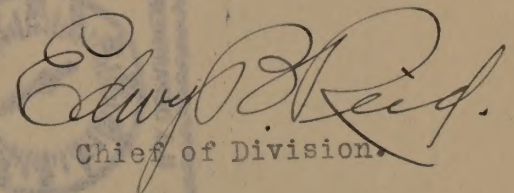
August 9, 1919.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In view of the present activities of the Joint Congressional Committee on Printing, it is necessary for the Department to be in close touch with it at all times and, of course, to cooperate just as much as possible. It is particularly necessary for me, personally, to keep in touch with all of the matters pertaining to this Department, which are considered by the Committee. During the past month, however, several awkward situations have arisen through not only this Division maintaining a contact with the Committee, but apparently the several bureaus and offices of the Department having been doing the same thing. This has resulted in confusion and, in one or two cases, in embarrassment. Also it cannot help but be a source of annoyance to the Joint Committee. I recommend, therefore, that a Department memorandum something along the lines of the attached draft be issued on the earliest date possible. I believe it will be beneficial to the entire Department to have all the business with the Joint Committee transacted through one channel.

Very truly yours,


Chief of Division.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

August 16, 1919.

CIRCULAR NO. 49

Submission of Manuscripts for Outside Publication.

The Secretary requests that, in connection with recommendations regarding the publication of articles in outside channels, the ribbon copy and a distinct carbon copy of the manuscript be submitted to the Office of the Secretary. This will facilitate the examination of the manuscript and make it possible for the editorial force to indicate on the ribbon copy, which will be returned to the Bureau, any corrections it may seem desirable to make before the article is published.

F. R. HARRISON,

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

August 16, 1919.

Circular
MEMORANDUM NO. 49

FILE
P. L. GLADMON

Submission of Manuscripts for Outside Publication.

The Secretary requests that, in connection with recommendations regarding the publication of articles in outside channels, the ribbon copy and a distinct carbon copy of the manuscript be submitted to the Office of the Secretary. This will facilitate the examination of the manuscript and make it possible for the editorial force to indicate on the ribbon copy, which will be returned to the Bureau, any corrections it may seem desirable to make before the article is published.

P. L. Gladmon
Assistant to the Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 16, 1919.

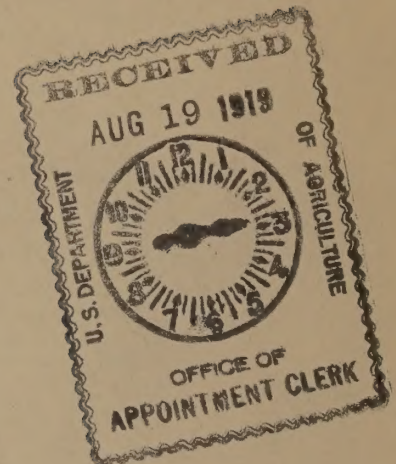
FILE
P. L. GLAVIN

49
RECEIVED
NO. 49

Submission of Manuscripts for Outside Publication.

The Secretary requests that, in connection with recommendations regarding the publication of articles in outside channels, the ribbon copy and a distinct carbon copy of the manuscript be submitted to the Office of the Secretary. This will facilitate the examination of the manuscript and make it possible for the editorial force to indicate on the ribbon copy, which will be returned to the Bureau, any corrections it may see desirable to make before the article is published.

Assistant to the Secretary.



MEMORANDUM (or Circular) NO. ____

Submission of Manuscripts with Requests for
Permission to Publish Outside.

The Secretary requests that, the
In submitting manuscripts to the Secretary's Office here-
manuscript articles for publication outside channels,
after, with requests for permission to publish, the ribbon copy,
and
with a distinct carbon copy thereof, should accompany the recommendation.

This will make the work of reading the manuscript easier and make it possible for the editorial force to indicate on the ribbon copy, which will be returned to the bureau, whatever corrections the Secretary's Office thinks should be made in the manuscript before it is published.

Please issue such instructions as will insure that requests made in the future will be accompanied by copies of the manuscripts as described.



Submission of Manuscripts with Requests for
Publication to Public Outside

In submitting manuscripts to the Secretary, Office of

the Secretary, the author should submit a clear copy

of a distinct carbon copy thereof, should submit any the recommendation.

This will make the work of reading the manuscript easier and make it

possible for the editorial force to indicate on the return copy which

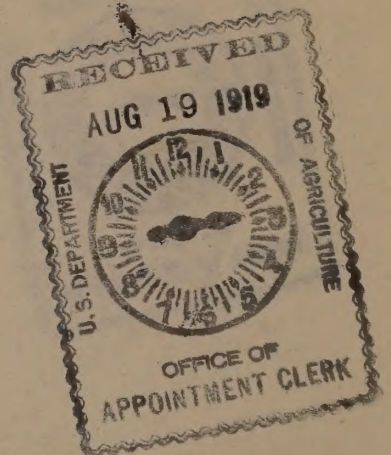
will be returned to the Bureau, whatever corrections the Secretary's

Office wishes should be made in the manuscript before it is published.

Please issue such instructions as will insure that requests

made in the future will be accompanied by copies of the manuscript

as described.



PLEASE RETURN TO THE

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

file copy
SECRETARY'S FILE ROOM.

August 18, 1919.

Mr. Halsey
CIRCULAR NO. 50.

Franking Privilege.

The attention of the officers and employees of the Department is invited to the following ruling of the Third Assistant Postmaster General relative to the use of penalty return cards:

It has come to attention that your office recently distributed a circular entitled "Our Forest Problem", relative to publications issued by the Forest Service of the United States Department of Agriculture, the circular being accompanied with a penalty card concerning which the following statement appears in the circular:

"By signing your name and address and mailing the enclosed postal card, which requires no stamp, you can obtain any or all of the publications named below."

While the law relative to the penalty privilege, embodied in section 436, Postal Laws and Regulations, provides that--

"Any department or officer authorized to use the penalty envelopes may enclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information, and indorsements relating thereto,"

this is applicable only in cases where persons are requested to furnish "official information" desired by a Department or officer of the Government, and the provision does not contemplate that penalty envelopes or cards shall be furnished, as in this instance, to enable persons to mail free of postage requests for publications which the persons may desire. Such requests do not constitute "official information" within the meaning of the statute quoted, but clearly relate to the personal business of the individuals making the requests. The requests are, consequently, properly chargeable with postage and it would seem that the persons sufficiently interested in any publications which a Department or officer of the Government may have to distribute should be willing to pay postage on requests therefor.

I will thank you to take such steps as may be necessary to have the practice referred to discontinued. In this connection it is suggested that if for any reason it may be deemed desirable to furnish post cards with reply address for the convenience of the public in ordering Governmental publications, this may be done provided the penalty indicia be omitted and in lieu thereof the words "place postage stamp here" or some similar inscription be printed in the upper right corner of the address side of the cards in the space where it is customary to affix stamps in payment of postage.

The Secretary requests that information contained in this memorandum be transmitted promptly to all officers and employees of the Department for their information and guidance.

F. R. HARRISON, Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 4, 1919.

CIRCULAR NO. 51.

Amendment to Civil Service Rules granting preferential rights to soldiers, sailors, and marines, and widows of such and to the wives of injured soldiers, sailors, and marines.

Attention is directed to the following Executive Order, issued August 18, 1919:

Section 5 of Civil Service Rule V and section 2 of Civil Service Rule VI are hereby amended by striking out the words "section 1754, Revised Statutes," and inserting in lieu thereof "the urgent deficiency act of July 11, 1919."

As amended, section 5 of Rule V will read as follows:

The Commission may, with the approval of the proper appointing officer, change by regulation the existing age limits for entrance to the examinations under these rules; but persons preferred under the urgent deficiency act of July 11, 1919, may be examined without regard to age.

As amended, section 2 of Rule VI will read as follows:

All competitors rated at 70 or more shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings; but the names of persons preferred under the urgent deficiency act of July 11, 1919, rated at 65 or more, shall be placed above all others.

The provision in the urgent deficiency act approved July 11, 1919, "that hereafter in making appointments to clerical and other positions in the executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such and to the wives of injured soldiers, sailors, and marines who themselves are not qualified, but whose wives are qualified, to hold such position," supersedes section 1754, Revised Statutes, which gave preference only to those discharged for disability of service origin, and renders necessary these amendments.

H. F. FITTS,

Private Secretary.

circulans

Chiefs of Bureaus

File copy

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 20 1919 ★
Please return to the
Secretary's Office

October 14, 1919.

CIRCULAR NO. 52.

Amendment to Civil Service Regulations regarding military preference to unskilled laborers in and out of the District of Columbia.

Under date of October 6, 1919, the Civil Service Commission transmitted copies of an Executive Order promulgated September 29, 1919, amending Regulation IV of the regulations governing appointments of mere unskilled laborers in Washington, D. C., and Section 2 of Regulation III of regulations governing appointments of mere unskilled laborers outside of Washington D. C. For the information and guidance of officers and employees of the Department the order is quoted in full as follows:

^ Regulation IV of the regulations governing appointments of mere unskilled laborers in Washington, D. C., is hereby amended to read as follows:

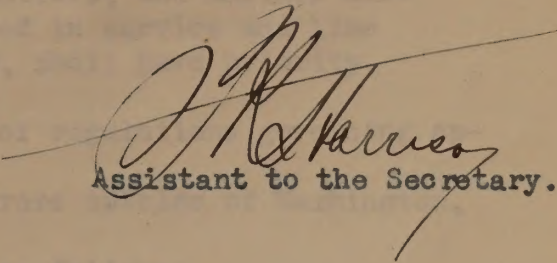
Regulation IV.

The Board shall enter upon registers, by sex, showing the kind of labor in which proficient, the names of applicants rated at 85 or more in the order of their ratings, except that honorably discharged soldiers, sailors, and marines, their widows, and the wives of soldiers, sailors, and marines disqualified by injuries received in service and line of duty, rated at 85 or more, shall have priority.

Section 2 of Regulation III of regulations governing appointments of mere unskilled laborers outside of Washington, D. C., is hereby amended to read as follows:

Sec. 2. Upon completion of the physical examinations the Board shall enter upon registers, by sex, the names of applicants rated at 85 or more in the order of their ratings except that honorably discharged soldiers, sailors, and marines, their widows, and the wives of soldiers, sailors, and marines disqualified by injuries received in service and line of duty, rated at 85 or more, shall have priority.

These amendments are necessary to give effect to the provision of the deficiency act of July 11, 1919, which bases preference on military service instead of disability incurred in the service and line of duty."


Assistant to the Secretary.

Sec. 2. Upon completion of the physical examination the Board shall enter upon registers, by sex, the names of applicants rated at 85 or more in the order of their ratings except that honorably discharged soldiers, sailors, and marines, their widows, and the wives of soldiers, sailors, and marines disqualified by injuries received in service and line of duty, rated at 85 or more, shall have priority.

These amendments are necessary to give effect to the provisions of the Selective Training and Service Act of July 16, 1916, which gives preference to military service instead of disability incurred in the service and line of duty."

Assistant to the Secretary.

EXECUTIVE ORDER.

Regulation IV of the regulations governing appointments of mere unskilled laborers in Washington, D. C., is hereby amended to read as follows:

Regulation IV.

The Board shall enter upon registers, by sex, showing the kind of labor in which proficient, the names of applicants rated at 85 or more in the order of their ratings, except that honorably discharged soldiers, sailors, and marines, their widows, and the wives of soldiers, sailors, and marines disqualified by injuries received in service and line of duty, rated at 85 or more, shall have priority.

Section 2 of Regulation III of regulations governing appointments of mere unskilled laborers outside of Washington, D. C., is hereby amended to read as follows:

Sec. 2. Upon completion of the physical examinations the Board shall enter upon registers, by sex, the names of applicants rated at 85 or more in the order of their ratings except that honorably discharged soldiers, sailors, and marines, their widows, and the wives of soldiers, sailors, and marines disqualified by injuries received in service and line of duty, rated at 85 or more, shall have priority.

These amendments are necessary to give effect to the provision of the deficiency act of July 11, 1919, which bases preference on military service instead of disability incurred in the service and line of duty.

WOODROW WILSON

The White House,

29 September, 1919.

October 6, 1919.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose herewith copies of an Executive order promulgated September 29, 1919, amending Regulation 1V of the regulations governing appointments of mere unskilled laborers in Washington, D.C., and Section 2 of Regulation 111 of regulations governing appointments of mere unskilled laborers outside of Washington, D.C., so as to give effect to the provision of the deficiency act of July 11, 1919, which bases preference on military service instead of disability incurred in the service and line of duty.

By direction of the Commission:

Very respectfully,

(signed) Martin A. Morrison

President.

Enclosure.

Enclosure.

President.

(signed) Martin A. Morrison

Very respectfully,

By direction of the Commission:

stead of disability incurred in the service and line of duty.
July 11, 1919, which bases preference on military service in-
to give effect to the provision of the deficiency act of

were unskilled laborers outside of Washington, D.C., so as

2 of Regulation III of regulations governing appointments of

of were unskilled laborers in Washington, D.C., and Section

ing Regulation IV of the regulations governing appointments

of an Executive order promulgated September 29, 1919, amend-

The Commission has the honor to enclose herewith copies

Sir:

The Secretary of Agriculture.

The Honorable,

October 6, 1919.

FILED

★ NOV 10 1919

Please return to the
Secretary's File Room.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 4, 1919.

CIRCULAR NO. 53

Withdrawal of authority for the temporary appointment of stenographers and typewriters, or typewriters, unless such persons have passed a Civil Service examination.

The Department is in receipt of the following letter from the Civil Service Commission, dated October 23, 1919, withdrawing its authority for the appointment of stenographers and typewriters, or typewriters, pending examination:

"The Commission has been unable for some time to secure sufficient stenographer and typewriter eligibles to meet the demands of the Departments, especially for appointment at the lower salaries, and has authorized appointments on condition that the appointees be required to enter the appropriate examination within three weeks.

"Through oversight or otherwise, this condition has been frequently disregarded, and the result of examination of temporary appointees indicates that many of them had little or no ability as stenographers or typewriters. In such cases, the positions should have been filled from the clerical registers, which are ample. Even during the period of the War, the War Department refused to appoint stenographers and typewriters who had not passed the examination, when its needs were most urgent. Persons were examined immediately and were certified within twenty-four hours. A similar practice has been followed successfully with some other Departments.

"The Commission hereby withdraws any authority it may have given for the temporary appointment of stenographers and typewriters, or typewriters, and will hereafter authorize appointments to such positions in Washington only after the person proposed for appointment has taken the stenographer and typewriter, or typewriter, examination, as the case may be, and has passed.

"Examinations will be held daily and the papers of the person thus examined will be rated immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified."

The Secretary requests that the instructions of the Commission be complied with immediately and that each bureau furnish this Office, as soon as possible, a list of the names of all stenographers and type-

DEPARTMENT OF AGRICULTURE

NOV 1911 OFFICE OF THE SECRETARY

WASHINGTON

November 4, 1911

DIVISION NO. 33

With regard to authority for the temporary assignment of stenographers and typewriters, or typewriters, unless such persons have passed a Civil Service examination.

The Department is in receipt of the following letter from the Civil Service Commission, dated October 23, 1911, advising the authority for the assignment of stenographers and typewriters, or typewriters, pending examination:

"The Commission has been unable for some time to secure sufficient stenographers and typewriters, and has been obliged to resort to the use of temporary appointments, especially for the purpose of the lower salaries, and has authorized appointments on condition that the appointees be required to enter the appropriate examination within three weeks.

"Through oversight of the Department, this condition has been frequently overlooked, and the result of examination of temporary appointments indicates that many of them had failed or had failed to submit evidence to the Department, in such cases the parties should have been notified from the Department, which was done. When failing to submit evidence, the Department refused to appoint stenographers and typewriters who had not passed the examination, when the needs were most urgent. Persons were examined immediately and were certified within twenty-four hours. A similar procedure was followed successfully with some other persons.

"The Commission hereby advises any authority it may have given for the temporary assignment of stenographers and typewriters, or typewriters, and will determine only those appointments in such positions in which only after the person proposed for appointment has taken the examination and typewriters, or typewriters, examination, as the case may be, and has passed.

"Examinations will be held daily and the names of the person thus examined will be posted immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified."

The Secretary requests that the instructions of the Commission be complied with immediately and that each person named in this Office, as soon as possible, a list of the names of all stenographers and typewriters.

DEPARTMENT -2- AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 30, 1919.

writers, or typewriters, on its rolls who have not taken and passed the required examination. He directs that all such employees be given an opportunity to take the examination at once and that the appointments of those who fail to pass the test be terminated forthwith.

If the Civil Service Commission is unable to certify eligibles for temporary appointment to the position of stenographer and typewriter, or typewriter, in the Department, and the bureau concerned is able to secure some one with the requisite qualifications who is willing to accept, the Appointment Clerk of the Department will make arrangements with the Civil Service Commission to give the person selected a special examination.

R. H. Haines
Assistant to the Secretary.

"The Commission has been unable to secure sufficient stenographers and typewriters to meet the demands of the Department, and the Department is unable to secure some one with the requisite qualifications who is willing to accept, the Appointment Clerk of the Department will make arrangements with the Civil Service Commission to give the person selected a special examination within three weeks."

"Through oversight or otherwise, this condition has been frequently disregarded, and the result of examination of temporary appointees indicated that many of them had little or no ability as stenographers or typewriters. In such cases, the positions should have been filled from the clerical registers, which are ample. Even during the period of the war, the War Department refused to appoint stenographers and typewriters who had not passed the examination, even its needs were most urgent. Persons were examined immediately and were appointed within twenty-four hours. A similar practice has been followed successfully with some other departments."

"The Commission hereby withdraws any authority it may have given for the temporary appointment of stenographers and typewriters, or typewriters, and will hereafter authorize appointments to such positions in Washington only after the person proposed for appointment has taken the stenographer and typewriter, or typewriter, examination, as the case may be, and has passed."

"Examinations will be held daily and the papers of the persons who are examined will be rated immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified."

It is requested that the instructions of the Commission be complied with, and steps be taken to terminate immediately the

writers, or typewriters, on its rolls who have not taken and passed the required examination. He directs that all such employees be given an opportunity to take the examination at once and that the appointments of those who fail to pass the test be terminated forthwith.

If the Civil Service Commission is unable to certify eligibles for temporary appointment to the position of stenographer and typewriter, or typewriter, in the Department, and the Bureau concerned is able to secure some one with the requisite qualifications who is willing to accept, the Appointment Clerk of the Department will make arrangements with the Civil Service Commission to give the person selected a special examination.


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

McG.

October 30, 1919.

CIRCULAR No. -----

Withdrawal of authority for the temporary appointment of stenographers and typewriters, or typewriters, unless such persons have passed a Civil Service examination.

The Department is in receipt of the following letter from the Civil Service Commission, dated October 23, 1919, withdrawing its authority for the appointment of stenographers and typewriters, or typewriters, pending examination:

"The Commission has been unable for some time to secure sufficient stenographer and typewriter eligibles to meet the demands of the Departments, especially for appointment at the lower salaries, and has authorized appointments on condition that the appointees be required to enter the appropriate examination within three weeks.

"Through oversight or otherwise, this condition has been frequently disregarded, and the result of examination of temporary appointees indicates that many of them had little or no ability as stenographers or typewriters. In such cases, the positions should have been filled from the clerical registers, which are ample. Even during the period of the war, the War Department refused to appoint stenographers and typewriters who had not passed the examination, when its needs were most urgent. Persons were examined immediately and were certified within twenty-four hours. A similar practice has been followed successfully with some other Departments.

"The Commission hereby withdraws any authority it may have given for the temporary appointment of stenographers and typewriters, or typewriters, and will hereafter authorize appointments to such positions in Washington only after the person proposed for appointment has taken the stenographer and typewriter, or typewriter, examination, as the case may be, and has passed.

"Examinations will be held daily and the papers of the persons thus examined will be rated immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified."

It is requested that the instructions of the Commission be complied with. Steps should be taken to terminate immediately the

*Re-substitute
Insert (1)*

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 30, 1919

CIRCULAR NO. 111

With a view to the improvement of the temporary appointment of stenographers and typewriters, or typewriters, unless such persons have passed a civil service examination.

The Department is in receipt of the following letter from the Civil Service Commission, dated October 23, 1919, withdrawing its authority for the appointment of stenographers and typewriters, or typewriters, pending examination:

The Commission has been unable for some time to secure sufficient stenographers and typewriter eligibles to meet the demands of the Department, especially for appointments at the lower salaries, and the authorized appointments on condition that the appointees be required to enter the appropriate examination within three weeks.

Through oversight or otherwise, this condition has been frequently disregarded, and the result of examination of temporary appointees indicates that many of them are little or no better as stenographers or typewriters. In such cases, the positions should have been filled from the official registers, which are ample. Even during the period of the war, the War Department refused to appoint stenographers and typewriters who had not passed the examination, when the needs were most urgent. Persons were examined immediately and were certified within twenty-four hours. A similar practice has been followed successfully with some other Departments.

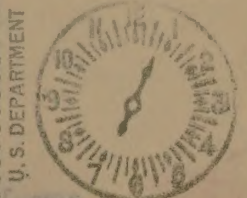
The Commission hereby withdraws any authority it may have given for the temporary appointment of stenographers and typewriters, or typewriters, and will hereafter refuse appointments to such positions in Washington only after the person proposed for appointment has taken the stenographic or typewriter, or typewriter, examination, as the case may be, and has passed.

Examinations will be held daily and the papers of the persons thus examined will be rated immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified.

It is suggested that the instructions of the Commission be complied with. Cases should be taken to terminate immediately the

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OCT 30 1919



U.S. DEPARTMENT

OF AGRICULTURE

OFFICE OF
APPOINTMENT CLERK

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE APPOINTMENT CLERK,
WASHINGTON, D. C.

-2-

appointments of all employees of this class who have not taken and passed the required examination. However, employees holding positions of the classes enumerated in the Commission's letter should be given an opportunity to take the examination at once. Those who fail to pass the required test should have their appointments terminated forthwith.

Should the Civil Service Commission be unable to supply temporary eligibles for filling positions of stenographers and typists, or typists, in the Department, and any bureau is able to secure a properly qualified person who is willing to accept, the Appointment Clerk of the Department will make arrangements with the Civil Service Commission for a special examination for the person selected.

to give the person selected a temporary appt to the position of

Assistant to the Secretary.

coriter, or typewriter,

come one with the requisite qualifications

appointments of all employees of this class who have not taken and passed the required examination. However, employees holding positions of the classes enumerated in the Commission's letter should be given an opportunity to take the examination at once. Those who fail to pass the required test should have their appointments terminated forthwith.

Should the Civil Service Commission be unable to supply necessary facilities for fitting positions of stenographers and typists, or typists, in the Department, and any Bureau, it is to secure a properly qualified person who is willing to accept, the appointing officer of the Department will make arrangements with the Civil Service Commission for a special examination for the person selected.

Assistant to the Secretary.

Enclosed, 14 papers.

Very respectfully,
The Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE APPOINTMENT CLERK,
WASHINGTON, D. C.

November 1, 1919.

MEMORANDUM FOR MR. O'LEARY.

Dear Mr. O'Leary:

I have read the attached copy of the proposed circular regarding withdrawal of previous authority for the temporary appointment of Stenographers and Typists, and Typists, and it seems to me that the following paragraph might be added in order to make it clearer:

✓ "Hereafter, if the Civil Service Commission is unable to supply temporary eligibles for filling positions of Stenographers and Typists, or Typists, in the Department, and any Bureau is able to secure a properly qualified person who is willing to accept, the Appointment Clerk of the Department will make arrangements with the Civil Service Commission for a special examination for the person selected." /

As you know, the Department has experienced considerable difficulty in the past in filling the lower salaried positions of Stenographer and Typist, and Typist. If a Bureau is fortunate enough to obtain the services of a person who is willing to accept temporary appointment and undergo examination before being appointed, I think some steps should be taken to provide that the person selected will receive appointment in the Bureau in which the vacancy exists. It occurred to me that if the person selected passed the examination and went on the regular eligible register, it is possible his name would be certified to some other Department at a higher salary, and this Department would suffer thereby. I have discussed this matter with Dr. Chapman, of the Civil Service Commission, who prepared the Commission's letter on this subject, and he

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE APPOINTMENT CLERK

WASHINGTON, D. C.

November 1, 1919.

MEMORANDUM FOR MR. O'LEARY.

Dear Mr. O'Leary:

I have read the attached copy of the proposed circular regarding the withdrawal of previous authority for the temporary appointment of stenographers and typists, and it seems to me that the following paragraph might be added in order to make it clearer:

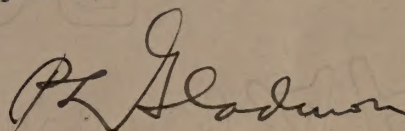
"Hereafter, if the Civil Service Commission is unable to supply temporary eligibles for filling positions of stenographers and typists, or typists, in the Department, and any person is able to secure a properly qualified person who is willing to accept the appointment, the Chief of the Department will make arrangements with the Civil Service Commission for a special examination for the person selected."

As you know, the Department has experienced considerable difficulty in the past in filling the lower salaried positions of stenographer and typist. If a Bureau is fortunate enough to obtain the services of a person who is willing to accept temporary appointment and undergo examination before being appointed, I think some steps should be taken to provide that the person selected will receive appointment in the Bureau in which the vacancy exists. It occurred to me that if the person selected passed the examination and went on the regular eligible register, it is possible his name would be certified to some other Department at a higher salary, and this Department would suffer thereby. I have discussed this matter with Mr. Chapman, of the Civil Service Commission, who prepared the Commission's letter on this subject, and he

has agreed that if someone is found willing to accept a temporary appointment in the Department, the applicant may be sent to the Commission with a request from this Office for a special examination which will be given him at once; thereby insuring that no other Department will secure his services. In other words, we do not want to make the Department of Agriculture a recruiting service for the other government departments.

With reference to temporary appointees now in the Department who have not passed an appropriate examination, it is believed that all should be given an opportunity to do so before being dropped. However, those who do not take an examination should be separated from the service at once.

Very truly yours,


Appointment Clerk.

has agreed that if someone is found willing to accept a temporary
appointment in the Department, the applicant may be sent to the Com-
mission with a request from this Office for a special examination
which will be given him at once. Thereby insuring that no other De-
partment will receive his services. In other words, we do not want
to make the Department of Agriculture a recruiting service for the
other Government departments.

With reference to temporary appointees now in the Department
who have not passed an appropriate examination, it is believed that
all should be given an opportunity to do so before being dropped.
However, those who do not take an examination should be separated from
the service at once.

Very truly yours,

Appointment Clerk.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO

FILETPC-M
AND DATE OF THIS LETTER

October 23, 1919.

The Honorable

The Secretary of Agriculture.

Sir:

The Commission has been unable for some time to secure sufficient stenographer and typewriter eligibles to meet the demands of the Departments, especially for appointment at the lower salaries, and has authorized appointments on condition that the appointees be required to enter the appropriate examination within three weeks.

Through oversight or otherwise, this condition has been frequently disregarded, and the result of examination of temporary appointees indicates that many of them had little or no ability as stenographers or typewriters. In such cases, the positions should have been filled from the clerical registers, which are ample. Even during the period of the war, the War Department refused to appoint stenographers and typewriters who had not passed the examination, when its needs were most urgent. Persons were examined immediately and were certified within twenty-four hours. A similar practice has been followed successfully with some other Departments.

The Commission hereby withdraws any authority it may have given for the temporary appointment of stenographers and typewriters, or typewriters, and will hereafter authorize appointments to such positions in Washington only after the person proposed for appointment has taken the stenographer and typewriter, or typewriter, examination, as the case may be, and has passed.

Examinations will be held daily and the papers of the persons thus examined will be rated immediately, ordinarily within twenty-four hours. No material delay to the Department will be caused by this procedure, which will eliminate persons who are not qualified.

It is requested that instructions in accordance with the above be given to all employees of the Department who handle appointments to the service in Washington, D.C.

By direction of the Commission:

very respectfully,

Martin G. Harrison

President.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

December 3, 1919.

CIRCULAR No. 54

FILE
P. L. GLADMON.

Reinstatement of Military Employees -- Opinion of Attorney General.

For the information of officers and employees of the Department, there is quoted below an opinion of the Attorney General, dated November 3, 1919, upon questions involving the construction of laws pertaining to the reinstatement of employees of the Government who entered the military or naval service of the United States during the war with Germany:

"Dear Mr. President:-

"You have recently referred to me a letter from the Civil Service Commission, dated September 25, 1919, requesting of me an expression of my opinion upon several questions involving a construction of the following provision of the Act approved July 11, 1919:

"That all former Government employees who have entered the military or naval service of the United States in the war with the German Government shall be reinstated on application to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position."

"The questions and the answers thereto are as follows:

"1. Is the above provision restricted to reinstatements in navy yards, naval stations, naval ordnance plants, and naval ammunition depots within the terms of the appropriation to which it is attached or is it general legislation applicable to all branches of the Government service?

"It seems clear that this provision is applicable to all branches of the Government service.

"2. Is the above provision mandatory as to the reinstatement to their former positions under the Government of persons commissioned from civil life? That is, persons who were neither drafted nor enlisted.

"It requires reinstatement to their former positions of persons commissioned from civil life. The Urgent Deficiency Appropriation Act of February 25, 1919, contained a provision practically identical with the one under consideration except that instead of the words 'who have entered' the expression 'who have been drafted or enlisted' was used. In construing that clause I have held in

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

RECEIVED

FILE
H. J. CLARKSON

RECEIVED

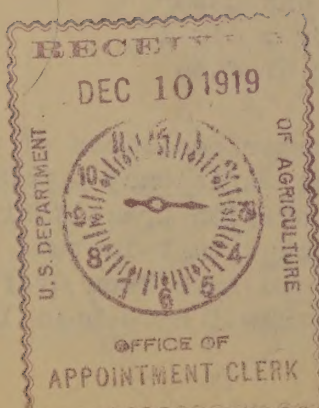
The following information is being furnished to you for your information and for the information of the Department of Agriculture. It is requested that you keep this information confidential and not disclose it to any other person.

The following information is being furnished to you for your information and for the information of the Department of Agriculture. It is requested that you keep this information confidential and not disclose it to any other person.

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two opinions dated April 14th and May 12, 1919, that the provision applied to all who were either drafted or who enlisted as privates although they may have subsequently been commissioned as officers, but did not include those who were commissioned from civil life without having previously enlisted for any purpose. But the words 'who have entered' are clearly broad enough to include persons commissioned from civil life, and the debates in Congress on this measure (Vol. 57, Congressional Record, page 2865) show that they were substituted for the words 'who have been drafted or enlisted' contained in the clause as originally introduced for the express purpose of making it so applicable.

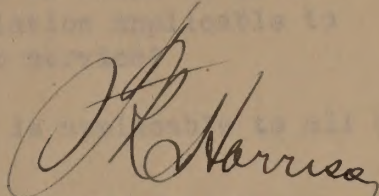
"3. In what way, and to what extent, if any, is the above provision mandatory when the former position of the employee has become non-existent by reason of cessation of the war emergency, completion of work, exhaustion of funds, or change of administrative policy.

"As I said in my opinion of May 12, 1919, such a provision requires the restoration of a former government employee only if his former position is still in existence. It does not require his reinstatement if for any reason the position he formerly occupied has ceased to exist.

Respectfully,

The President,
The White House.

(Signed) A. Mitchell Palmer
Attorney General."


Assistant to the Secretary.

Two opinions dated April 1919 and May 12, 1919, that the provision applied to all who were either drafted or enlisted as privates, although they may have subsequently been commissioned as officers, but did not include those who were commissioned from civil life without having previously enlisted for any purpose. But the words 'who have enlisted' are clearly broad enough to include persons commissioned from civil life, and the debates in Congress on this measure (Vol. 57, Congressional Record, page 3865) show that they were submitted for the words 'who have been drafted or enlisted' contained in the clause as originally introduced for the express purpose of making it so applicable.

"3. In what way, and to what extent, if any, is the above provision mandatory when the former position of the employee has become non-existent by reason of cessation of the war emergency, completion of work, exhaustion of funds, or change of administrative policy.

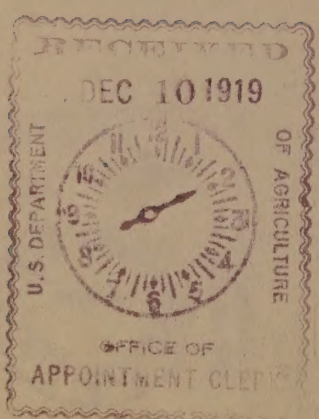
"As I said in my opinion of May 12, 1919, such a provision requires the restoration of a former government employee only if his former position is still in existence. It does not require his reinstatement if for any reason the position he formerly occupied has ceased to exist.

Respectfully,

(Signed) A. Mitchell Palmer
Attorney General

The President,
The White House.

[Handwritten signature]
Assistant to the Secretary



DEPARTMENT OF JUSTICE

Washington

November 3, 1919.

FILE
P. L. GLADMON.

Dear Mr. President:-

You have recently referred to me a letter from the Civil Service Commission, dated September 25, 1919, requesting of me an expression of my opinion upon several questions involving a construction of the following provision of the Act approved July 11, 1919:

"That all former Government employees who have entered the military or naval service of the United States in the war with the German Government shall be reinstated on application to their former positions if they have received an honorable discharge and are qualified to perform the duties of the position."

The questions and the answers thereto are as follows:

1. Is the above provision restricted to reinstatements in navy yards, naval stations, naval ordnance plants, and naval ammunition depots within the terms of the appropriation to which it is attached or is it general legislation applicable to all branches of the Government service?

It seems clear that this provision is applicable to all branches of the Government service.

2. Is the above provision mandatory as to the reinstatement to their former positions under the Government of persons commissioned from civil life? That is, persons who were neither drafted nor enlisted.

It requires reinstatement to their former positions of persons commissioned from civil life. The Urgent Deficiency Appropriation Act of February 25, 1919, contained a provision practically identical with the one under consideration except that instead of the words "who have entered" the expression "who have been drafted or enlisted" was used. In construing that clause I have held in two opinions dated April 14th and May 12, 1919, that the provision applied to all who were either drafted or who enlisted as privates although they may have subsequently been commissioned as officers, but did not include those who were commissioned from civil life without having previously enlisted for any purpose. But the words "who have entered" are clearly broad enough to include persons commissioned from civil life, and the debates in Congress on this measure (Vol. 57, Congressional Record, page 2865) show that they were substituted for the words "who have been drafted or enlisted" contained in the clause as originally introduced for the express purpose of making it so applicable.

IN THE DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.
November 2, 1919

Mr. J. B. Glavin
Federal Bureau of Investigation
Washington, D. C.

For your reference, I am enclosing the following information regarding the activities of the various groups and individuals who are active in the United States in connection with the Russian Revolution.

The following information was obtained from the files of the Department of Agriculture:

1. The Russian Revolution has been the subject of much discussion and debate in the United States. It is generally recognized that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia.

The following information was obtained from the files of the Department of Agriculture:

2. It is the opinion of the Department of Agriculture that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia. It is generally recognized that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia.

It is the opinion of the Department of Agriculture that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia. It is generally recognized that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia.

3. The Russian Revolution has had a profound effect on the world, and it has led to the establishment of a new order of government in Russia. It is generally recognized that the Russian Revolution has had a profound effect on the world, and that it has led to the establishment of a new order of government in Russia.



3. In what way, and to what extent, if any, is the above provision mandatory when the former position of the employee has become non-existent by reason of cessation of the war emergency, completion of work, exhaustion of funds, or change of administrative policy.

As I said in my opinion of May 12, 1919, such a provision requires the restoration of a former government employee only if his former position is still in existence. It does not require his reinstatement if for any reason the position he formerly occupied has ceased to exist.

Respectfully,

(Signed) A. Mitchell Palmer

Attorney General.

The President,

The White House.

0
UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

Address only
"Civil Service Comm.
In your reply refer
to
File No. A-32
And date of this let-
ter

December 9, 1919.

November 25, 1919.

The Honorable,

The Secretary of Agriculture.

The Honorable

The President of the U. S. Civil Service Commission. ^{rewith}

Sir:

copy of an opinion of the Attorney General dated

The Department has the honor to acknowledge receipt of the
Commission's letter of November 28 transmitting a copy of an opinion
of the Attorney General, dated November 3, 1919, upon questions in-
volving the construction of the provision of the Act of July 11, 1919,
relative to the reinstatement of employees of the Government who
entered the military or naval service of the United States during the
war with Germany.

President

The opinion of the Attorney General has been circularized
among the various bureaus of the Department.

Secretary's File Room

Respectfully,

(Signed)

E. H. Martin

Acting Secretary.

December 9, 1919.

The Honorable

The President of the U. S. Civil Service Commission.

Sir:

The Department has the honor to acknowledge receipt of the Commission's letter of November 28 transmitting a copy of an opinion of the Attorney General, dated November 2, 1919, upon questions involving the constitution of the provision of the Act of July 11, 1919, relative to the reinstatement of employees of the Government who entered the military or naval service of the United States during the war with Germany.

The opinion of the Attorney General has been circulated

among the various bureaus of the Department.

Respectfully,

Acting Secretary.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

Address only
"Civil Service Comm.
In your reply refer
to
File McA-Sz
And date of this let.
November 2, 1919

SINGULAR NO.---

Reinstatement of Military Employees -- Opinion of Attorney General.

November 28, 1919.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose herewith
copy of an opinion of the Attorney General dated
November 3, 1919, upon questions involving the con-
struction of the provision of the Act approved July
11, 1919, relating to reinstatements.

By direction of the Commission:

Very respectfully,

(signed) Martin A. Morrison

President

Enclosure

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

Address only
"Civil Service Comm."
In your reply refer
to
File No. 82-82
And date of this letter

November 28, 1919.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose herewith

copy of an opinion of the Attorney General dated

November 2, 1919, upon questions involving the con-

struction of the provision of the Act approved July

11, 1918, relating to reinstatement.

By direction of the Commission:

Very respectfully,

(signed) Martin A. Morrison

President

Enclosure

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

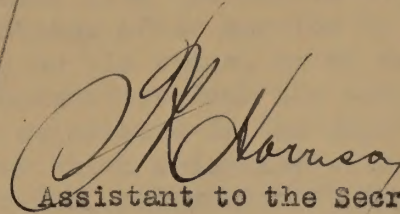
December 2, 1919.

CIRCULAR No.-----

Reinstatement of Military Employees -- Opinion of Attorney General.

For the information of officers and employees of the Department, there is quoted below an opinion of the Attorney General, dated November 3, 1919, upon questions involving the construction of laws pertaining to the reinstatement of employees of the Government who entered the military or naval service of the United States during the war with Germany:

(Quote Letter)


Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 1, 1912

251

Dear Sir:

Reference is made to your letter of December 15, 1911, regarding the

matter of the proposed amendment to the act of March 3, 1907, relating to the
importation of certain foreign agricultural products. The Department has
been studying the matter and has concluded that the proposed amendment
is not necessary at this time. The existing law is sufficient to
protect the domestic industry from unfair competition.

Very respectfully,
Secretary

Very truly yours,
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 12, 1919.

File copy

FILED
★ DEC 19 1919 ★
Please return to the
Secretary of Agriculture

CIRCULAR NO. 55

REINSTATEMENT OF EMPLOYEES WHO HAVE BEEN IN THE MILITARY AND
NAVAL SERVICE - CHANGE IN PHRASEOLOGY OF CIVIL SERVICE RULE IX.

The attention of officers and employees of the Department concerned is directed to the following Executive Order issued November 28, 1919:

"Civil Service Rule IX, Paragraph 1, Clauses (b), (c) and (d) are hereby amended to read as follows:

"(b) A person honorably released from the active military or naval service of the United States after service in the Civil War or the War with Spain, or his widow, or an Army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If hereafter separated, reinstatement may be made within five years from the date of separation.

"(c) A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.

"(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit.

"This amendment is merely a change in phraseology to make the language of the reinstatement rule conform exactly to the long established practice of allowing reinstatements without regard to the year limit to persons whose military services terminated honorably in some other manner than by honorable discharge."

F. R. HARRISON
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

December 12, 1919.

CIRCULAR NO. 55

REINSTATEMENT OF EMPLOYERS WHO HAVE BEEN IN THE MILITARY AND
NAVAL SERVICE - CHANGE IN PARAGRAPH OF CIVIL SERVICE RULE IX.

The attention of officers and employees of the Department
concerned is directed to the following Executive Order issued November
23, 1919:

"Civil Service Rule IX, Paragraph 1, Clauses (b), (c), and (d) are hereby amended to read as follows:
"(b) A person honorably released from the active military or naval service of the United States after service in the Civil War or the war with Spain, or as a widow, or an Army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If heretofore separated, reinstatement may be made within five years from the date of separation.
"(c) A soldier, sailor, marine, or Army nurse of the war with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.
"(d) The widow of a veteran of the war with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discharge."

"This amendment is merely a change in phraseology to make the language of the reinstatement rule conform exactly to the long established practice of allowing reinstatement without regard to the year limit to persons whose military service terminated honorably in some other manner than by honorable discharge."

E. A. HARRISON
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

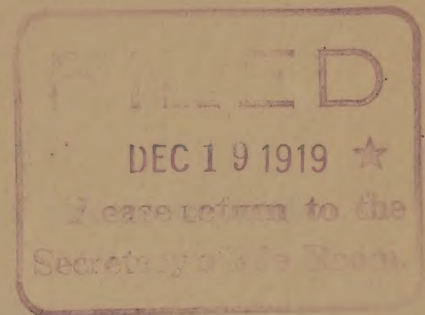
CIRCULAR No.

REINSTATEMENT OF ~~MILITARY EMPLOYEES~~ - CHANGE IN PHRASEOLOGY
OF CIVIL SERVICE RULE. **IX.**

*who have been in the
military or naval service*

The attention of officers and employees of the Department
concerned is directed to the following Executive Order issued
November 28, 1919:

(Quote Executive Order)



A. H. Karsen
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

CIRCULAR NO.

REINSTATEMENT OF MEMBERS - CHANGE IN MEMBERSHIP
OF CIVIL SERVICE BUREAU. IX

The attention of officers and employees of the Department

is directed to the following Executive Order issued

November 28, 1919:

D

DEC 1 1919

(Executive Order)

Assistant to the Secretary

CIRCULAR No.

REINSTATEMENT OF MILITARY EMPLOYEES - CHANGE IN PHRASEOLOGY
OF CIVIL SERVICE RULE.

The attention of officers and employees of the Department
concerned is directed to the following Executive Order issued
November 28, 1919: *Executive Order*

(Quote Executive Order)

Civil Service Rule IX, Paragraph 1, Chapter
amended to read as follows:

(b) A person honorably released from the service of the
of the United States after service in the Army, Navy, Air Force,
widow, or an Army nurse of either sex, who was in the
line classified service, may be reinstated in the same
establishment from which separated and his or her
reinstatement may be made within five years.

(c) A soldier, sailor, marine, or Air Force personnel who
has been in the competitive classified service for a period of
competitive classified service within five years of the
cess of active military service if he has the same
of the position to which his reinstatement is made.

(d) The widow of a veteran of the United States Army, Navy,
competitive classified service who was the wife of a person
military service may be reinstated in the same

Assistant to the Secretary.

CIRCULAR No.

REINSTATEMENT OF MILITARY EMPLOYEES - CHANGE IN PHRASEOLOGY
OF CIVIL SERVICE RULE.

The attention of officers and employees of the Department
concerned is directed to the following Executive Order issued
November 28, 1919:

(Quote Executive Order)

Assistant to the Secretary.

put

Executive Order.

Civil Service Rule IX, Paragraph I, Clauses (b), (c) and (d) are hereby amended to read as follows:

(b) A person ^{who} honorably released from the active military or naval service of the United States after service in the Civil War or the War with Spain, or his widow, or an Army nurse of either war, separated heretofore from the competitive classified service, may be reinstated in the department or independent establishment from which separated without time limit. If hereafter separated, reinstatement may be made within five years from the date of separation.

(c) A soldier, sailor, marine, or Army nurse of the War with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorably cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought.

(d) The widow of a veteran of the War with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death, or otherwise without discredit.

This amendment is merely a change in phraseology to make the language of the reinstatement rule conform exactly to the long established practice of allowing reinstatements without regard to the year limit to persons whose military services terminated honorably in some other manner than by honorable discharge.

THE WHITE HOUSE,
28 November, 1919.

WOODROW WILSON

[No. 3184.]

*Noted
Reese*

